

Admiralty e-Navigator Service



e-NAVIGATOR

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Introduction

Purpose of the User Guide

This guide is a comprehensive guide to Admiralty e-Navigator Fleet Manager. This guide is designed to help you get maximum benefit from using the application. The guide will direct you through all the functionality required to create, amend and authorise orders for Admiralty products, plus account management for Shipping Companies and Vessels.

Admiralty e-Navigator Service Overview

e-Navigator Concept

Admiralty e-Navigator is a computer based navigation information system which allows instant access to Admiralty navigation tools and data, both in the office and on the bridge of a vessel. The system provides an integrated digital catalogue, ordering service, holdings management and updating service, as well as a chart and layer viewer.

Admiralty e-Navigator delivers two applications:

- **Planning Station** which is a back of bridge software application for use onboard vessels
- **Fleet Manager** which is a web based application accessed through a standard browser such as Internet Explorer, to be used ashore by shipping companies and distributors.

The basic Admiralty e-Navigator Fleet Manager configuration includes:

- An up-to-date catalogue of all Admiralty charts and publications
- Order management system
- Updating service
- Information on vessel holdings
- Account management

In addition, Admiralty e-Navigator is a channel to a world of innovative digital products and services from Admiralty and other providers. Best of all, e-Navigator takes care of all of this through a single user-friendly interface which will look and feel familiar to anyone who has ever used a PC.

Admiralty e-Navigator sets a new standard in safe navigation, planning and fleet management.

How Admiralty e-Navigator Fleet Manager works with e-Navigator Planning Station

- Orders can be submitted from Planning Station or Fleet Manager. Orders submitted from Planning Station will be automatically directed (based on user settings controlled by the Distributor and/or Shipping Company) to one or more of the following groups for approval and/or fulfilment: Shipping Company, Distributor and UKHO. These groups will use Fleet Manager to view the vessel's holdings and approve/reject/amend orders.
- Once approved, permits and data for digital charts and publications are returned to the vessel, Shipping Company and Distributor (dependent on user settings) instantly, using the preferred communications method and applying user-defined restrictions e.g. email size. Alternatively Fleet Manager can be used to download the permits and data for onward transmission to the vessel.
- Once approved, orders for paper charts and publications are fulfilled by the Distributor.
- Requests for updates to digital charts, publications and the catalogue are handled in the same manner but do not require approval.

The Weekly Update

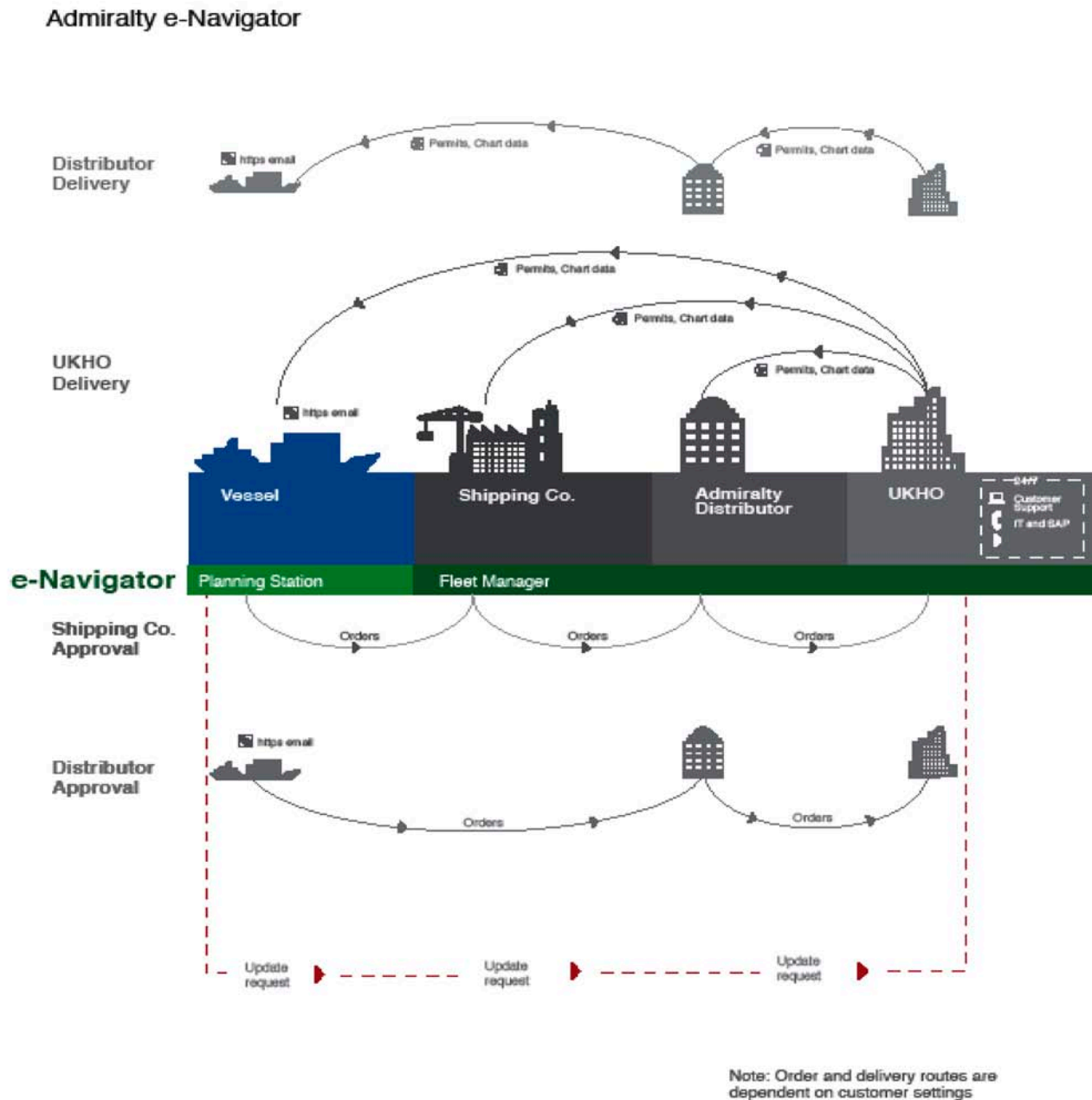
The way your vessels will receive the weekly update will depend on whether they are a Planning Station user or not. In summary:

- Vessels on Planning Station will receive an ads file direct from the UKHO via email which will be applied to Planning Station, from this file an exchange set can be created and transferred to the ECDIS.
- Dependent on End User Licence Record settings in Fleet Manager for vessels not on Planning Station. The vessel will receive the same email the Shipping Company receives containing the zip file of permits. This will occur if the 'Email for Updates' field is complete. If the 'Email for Updates' field is not complete the vessel will not receive an email from the UKHO and the Distributor will have to send the weekly update file they have received onto the end user.

In order for permits to be sent to a Shipping Company the Email for Updates check boxes on the End User/Vessel Licence Record must be checked. If these boxes are checked the permits etc will be sent to the relevant Chart Service email address registered within the Shipping Company records (See End User/Vessel Licence Management).

Admiralty e-Navigator Fleet Manager Communications

The following diagram provides an overview of the e-Navigator system and the interactions.



The shore-based Fleet Manager communicates with Planning Station on board a vessel via the internet. This can be via an automatic connection (Broadband Internet) or a request connection (Email). Orders placed by the vessel are received into the Shipping Company Fleet Manager for authorisation. Once approved, the order shall require distributor authorisation before it can be released for processing by UKHO. Permits and data for AVCS and ARCS are returned almost instantaneously and sent to the vessel by internet or email.

The Role of your Admiralty Distributor

Your Admiralty Distributor is responsible for the order, supply and support of all Admiralty products. This includes supplying the Planning Station media pack, Fleet Manager URL and activation details.

Admiralty Distributors are responsible for:

- Registering and setting up vessels to use e-Navigator
- Providing access to e-Navigator for shipping companies
- Ordering products using Fleet Manager on behalf of vessels and shipping companies or managing orders submitted by vessels or shipping companies
- Fulfilling all digital AVCS/ARCS orders, including the provision of permits and base/update data
- Fulfilling all digital publication orders, including supply of start-up key, CDs, etc
- Fulfilling all paper orders, including publications
- First line support for e-Navigator
- Providing the Vessel with the most up to date version of the Planning Station Software

Quick Overview of e-Navigator Fleet Manager

e-Navigator Fleet Manager Concept

Admiralty e-Navigator Fleet Manager is always up-to-date, allowing shipping companies to select and order products from the Admiralty catalogue and view vessel holdings, allowing fast and efficient purchase of all Admiralty products and services day or night. Working in conjunction with the Admiralty e-Navigator Planning Station application onboard vessels, the system tracks a vessel's holdings and any orders submitted from those vessels and provides the tools required to manage and fulfil orders.

Registration & Account Administration

Fleet Manager is a secure service only available to authorised Admiralty Distributors and associated shipping companies. In order to use Fleet Manager, Shipping companies will require account access by their authorised Admiralty Distributor, who will provide account administration and technical assistance as required.

How Fleet Manager communicates with UKHO

Admiralty e-Navigator Fleet Manager is a secure web service accessed by a password protected login. The product information is always up-to-date and synchronised with the UKHO's catalogue and ordering databases to give the user reliable and fast access to the latest information at a click of a button.

e- Navigator Fleet Manager is designed for use with Internet Explorer 7 or 8 and Firefox 3

Ordering Digital Products

List of available Digital Products

Fleet Manager can be used to order the following digital products:

- Admiralty Vector Chart Service (AVCS)
- Admiralty Raster Chart Service (ARCS)
- Admiralty Digital Publications (TotalTide, ADLL, ADRS6)

Creating an order for digital products

A digital product order can be created by:

- Using list format catalogues and selecting products (see section [Creating New Order using the list catalogue](#))
- Importing a customer basket file from e-Navigator Planning Station or Admiralty Digital Catalogue (ADC) (see section [Creating an Order from a Basket File](#))

Approving an order for digital products

A digital product order placed by an end user/vessel may or may not require approval from the Shipping Company. This depends on whether you have chosen to give direct ordering approval to the vessel (see section [Direct ordering properties](#)). An order will always need approving by the Distributor.

Receiving Permits

Admiralty Vector Chart Service Permits

The e-Navigator service generates AVCS permits immediately after the appropriate Distributor approval has been given. The permits will be emailed to distributors, shipping companies and end users / vessels dependent on settings. Generated permits are also stored so they can be downloaded.

Admiralty Raster Chart Service Permits

UKHO business systems will continue to generate ARCS permits. The permit generation request will be sent to the business systems immediately after the appropriate approval has been given and will be returned to e-Navigator. The permits will be emailed to distributors, shipping companies and end users/vessels dependent on settings. Generated permits are also stored so they can be downloaded.

Admiralty Digital Publications

ADP keys will continue to be generated by UKHO business systems. The key generation request will be sent to the business systems immediately after the appropriate approval has been given. Keys will be returned to distributors, shipping companies and endusers/vessels dependent on settings.

Chart Data

Base chart data and updates for AVCS and ARCS can be downloaded or automatically sent as required.

CDs will continue to be supplied by the UKHO as per the current process.

Ordering Paper Products

List of available Paper Products

Planning Station and Fleet Manager can be used to order the following paper products:

- Admiralty Charts (Standard Nautical Charts, Thematic Charts and Notices to Mariners)
- Admiralty Publications (Sailing Directions, Tidal Predictions, Radio Signals, List of Lights, Distance Tables, Catalogue, Paper Chart Maintenance, How to keep your Admiralty Charts up to Date, IALA Maritime Buoyage System, Ocean Passages for the World, Admiralty Symbols and Abbreviations, The Mariner's Handbook and Astronomical Publications)

Creating an order for paper products

A paper order can be created by:

- Using the list catalogue and selecting products (see section [Creating New Order using the list catalogue](#))
- Importing a basket file from e-Navigator Planning Station or Admiralty Digital Catalogue (ADC)(see section [Creating an Order from a Basket File](#))

Price Enquiries

Price enquiries can be submitted from Planning Station by the end user and by the Shipping Company in their email account. The Distributor can then reply to the end user via a standard email system with a price for that enquiry.

Updating Products

Digital Products

All electronically supplied permits are supplied automatically on receipt of a valid order; they will be up-to-date to the current week of dispatch. Media (e.g. application CD, AVCS base CDs, etc) should be checked against the latest information supplied by UKHO.

Paper Products

All paper products will be fully corrected to the week upon leaving UKHO, but may require further updates (via Notices to Mariners) on receipt by the customer.

Invoicing & Accounts

Invoicing

Invoicing and payment terms will remain as currently agreed with your Admiralty Distributor.

Managing Your Account

Shipping Company users can perform a number of functions on their Fleet Manager account. If you experience any problems logging in or using any of the functions within Fleet Manager please contact your distributor in the first instance.

Getting Started

e-Navigator Account

How to obtain your account

Shipping companies should contact their Distributor to request e-Navigator access. The Distributor will create a Shipping Company admin user account in order to provide the Shipping Company with a username and password. Distributors will also supply the Planning Station media pack and create an end user record licence for vessels to activate e-Navigator Planning Station.

Important Note: Each individual user of Fleet Manager must have a username and password that is unique and must not be used by any other person. A single username and password is not allowed to be used by a group of users. As there is a record kept of user activities within Fleet Manager it is in your interest to keep your password secure. Any unauthorised use of Fleet Manager could result in the UKHO suspending or deleting your user account.

A new user account can be set up by a Shipping Company admin user, it is then the responsibility of this new user to change the password once signed into Fleet Manager to a new password only known by the individual user.

Before You Start

Before you log-in to the system ensure you have the following to hand:

1. Fleet Manager website address
2. Username & password
3. Fleet Manager User Guide

Note: Fleet Manager is designed for use with Internet Explorer 7 or 8, Firefox 3 and Adobe Reader

Signing-In

1. Enter username and password.

Note: User name is not case sensitive, password is case sensitive


e-NAVIGATOR

Login here

Username:

Password:

→ [Forgot your password?](#) → [How to register?](#)

 **Submit**

2. Click on 'Submit' to access Fleet Manager

Note: Passwords must contain at least 8 alphanumeric characters, including at least one upper and lower case character and at least 1 number from 0-9.

Forgotten your Password?

If you have forgotten your password there is an option to request a new password on the login screen. Instructions can be found at [I have forgotten my password?](#)

Forgotten your Username?

If you have forgotten your username you will need to contact your distributor.

Signing-Out

You can sign-out of the system at any time by clicking on the "Sign out" button on the main toolbar. Any unsaved data or incomplete activity will be lost.

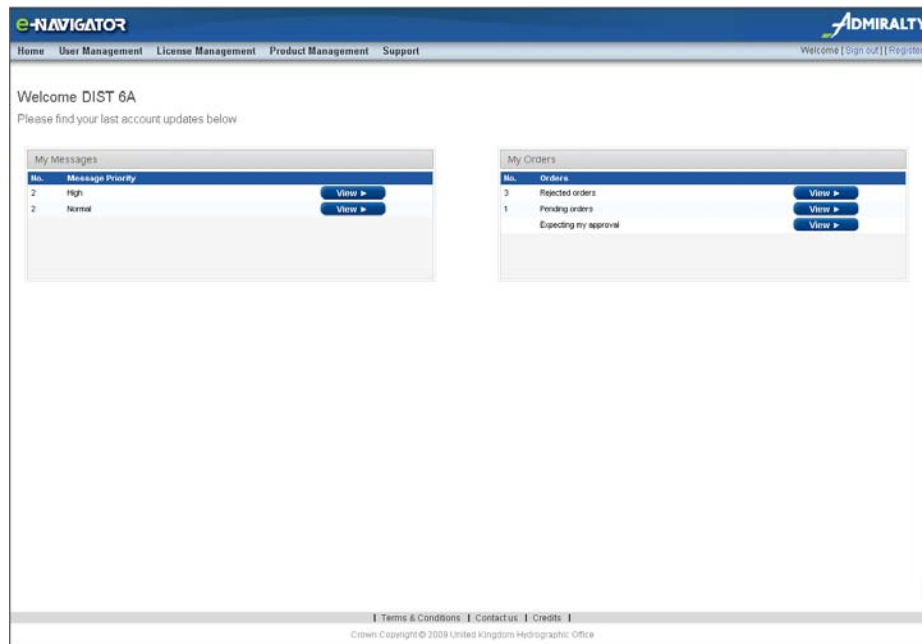
Note: The Basket Page retains products within the basket while skipping between different screens. The basket will be lost if you sign-out without saving it.

Using Fleet Manager

Functional Areas

When you have successfully logged into Fleet Manager you will be presented with the Home page.

Home Page



At the top of the Home Page you will find a tool bar containing the following options:

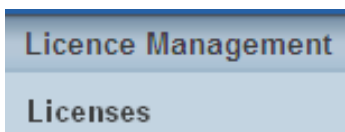
User Management



Lists existing users and allows you to create new users

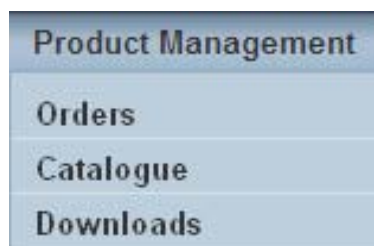
Lists existing Companies

Licence Management



Lists existing end users records and allows you to create new end user records

Product Management



Displays all orders and allows you to filter those orders

List catalogue

Download base data, updates, Admiralty Information Overlay (AIO), binary catalogues & XML catalogues

Support

Support
My account
Contact us...
UKHO web site
UKHO products
AIO Support
EULA
Planning Station User Guide
Vessel User Guide
Shipping Company User Guide

Displays personal information

Allows you to submit enquires direct to the UKHO Customer Services

Hyperlink to the UKHO website

Hyperlink to the Products page on the UKHO website

Hyperlink to a list of ECDIS Systems that currently support the Admiralty Information Overlay

Admiralty Digital Services End User Licence Agreement

Hyperlink to the Planning Station User Guide

Hyperlink to the Fleet Manager Vessel User Guide

Hyperlink to the Fleet Manager Shipping Company User Guide

Also on the Home Page are details of your account updates which are displayed through a My Messages and My Orders table.

My Messages

From the Home Page

My Messages		
No.	Message	Priority
2	High	View ▶
2	Normal	View ▶

Access to High Priority Messages

Access to Normal Priority messages

My Orders

From the Home Page

My Orders		
No.	Orders	
3	Rejected orders	View ▶
1	Pending orders	View ▶
	Expecting my approval	View ▶

Shortcut to Rejected orders

Shortcut to Pending orders

Shortcut to orders Expecting your approval

Account Management

This section is for managing your own Shipping Company account details.

Managing your Shipping Company account

You can make a number of changes to your Fleet Manager account, these can be done by following the steps below. If you experience any problems logging in or using any of the functions within Fleet Manager please contact your distributor.

To manage your account:

1. Go to **User Management > Companies**

2. Double click on your account



The screenshot shows the 'e-NAVIGATOR' interface. The top navigation bar includes 'Home', 'User Management', 'Licence Management', 'Product Management', and 'Support'. The 'User Management' section is active, and the breadcrumb 'User Management > Companies' is displayed. Below the breadcrumb is a search bar with the text 'Search:' and a blue magnifying glass icon. A table with 10 columns (ID, Name, Type, Reg Number, Country, Address, e-Mail, Phone, Web, Description) contains one row for 'American Shipping'. The 'ID' is 6260, 'Name' is American Shipping, 'Type' is Shipping Company, 'Country' is GB, 'Address' is Aberdeen District American Way 27, 'e-Mail' is americanshipping@ukhoads.co, and 'Phone' is 01823337500.

ID	Name	Type	Reg Number	Country	Address	e-Mail	Phone	Web	Description
6260	American Shipping	Shipping Company		GB	Aberdeen District American Way 27	americanshipping@ukhoads.co	01823337500		

3. Your account will now appear

User Management > Companies > Company

Company summary

Company ID: **6260**
Company: Amercian Shipping

Registration number:
Company type: Shipping Company

Details

Description:

Address information

City: * Street: *
District: Post code:
Country:

Contact information

e-mail address: * e-mail ARCS:
e-mail ADS: e-mail ADP:
e-mail AVCS: Fax Number:
WWW address:

Service information

Delivery Address (for paper products):
Sales e-mail:
AVCS Chart Service e-mail:
ARCS Chart Service e-mail:
Sales phone:
Send notifications by e-mail: ☒

SAP properties

Privilege: Delivery Priority:
Payment Method: Shipping Conditions:
Customer Group: Incoterms:
Price Group: Terms Of Payment:

Unloading Points [?](#)

<-- No unloading points-->

Attached partners

No attached partners

Shipping Company account summary will be set up by the UKHO

Descriptions or any additional notes can be entered here.

Shipping Company Admin User can update Address Information

Contact information can be amended by a Shipping Company Admin User

Service information can be amended by a Shipping Company Admin User

SAP properties can only be amended at the UKHO

Unloading points are not applicable to a Shipping Company User

Attached Partners are not applicable to a Shipping Company Record

4. If you update any fields make sure you click on the button.

Direct ordering properties

Direct Ordering options are available within Fleet Manager for end users / vessels. Shipping companies have control over the direct ordering from their end users / vessels. Shipping companies authorising direct ordering allows orders from an end user / vessel, that meet the criteria set by the Shipping Company, to be processed immediately by the Distributor without approval from the Shipping Company. Shipping companies can still view the orders in Fleet Manager. Direct ordering for end users / vessels can only be authorised and set up by the vessel's Shipping Company.

Delete Shipping Company Account

You are not able to delete your Shipping Company account. If you need to delete your Shipping Company account you will need to contact [UKHO Customer Services](#).

Creating Fleet Manager User Accounts

As a Shipping Company you will require access to Admiralty e-Navigator Fleet Manager. You are able to view your existing Shipping Company user accounts and can create new users if required. The following users can be created by a Shipping Company Admin user:

- ShipCo Admin – Shipping Company account with admin/ordering rights
- ShipCo User– Shipping Company account with ordering rights
- ShipCo Viewer – Shipping Company account with viewing only
- End User – Vessel account, this is required for a vessel to become a Planning Station user

See [User Roles](#) for further information

To add new accounts follow the steps below:

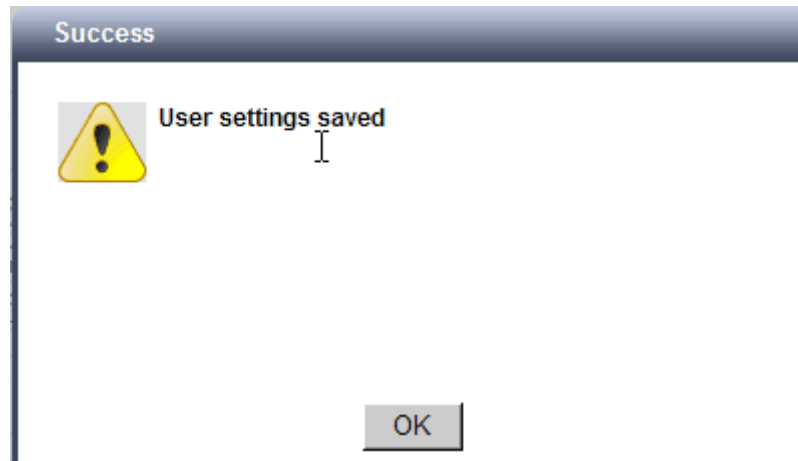
1. Go to **User Management > User List**
2. First search to see if the user you wish to set up already exists, if a new user is required then:
3. Click on [Add User](#) hyperlink
4. In the 'Account' section, Select the role required:
 - ShipCo Admin – Shipping Company account with admin/ordering rights
 - ShipCo User– Shipping Company account with ordering rights
 - ShipCo Viewer – Shipping Company account with viewing only
 - End User – Vessel account

5. In General Info 'NEW Account' section
 - Create user name or click 'Generate'
 - Passwords are created by selecting 'Generate'.

6. Complete 'Personal Information' section. Fields marked with * are mandatory.

Personal Information	
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
e-mail: ?	<input type="text"/> *
Phone:	<input type="text"/>
Additional Info:	<input type="text"/>

7. Select 'Save Changes'.
8. Confirmation that the user has been successfully saved will appear. Click 'OK'.



9. The user will receive two email confirmations sent to the email address added in Personal information. One will contain the User Name and other will contain the Password generated. Below are examples of the content of the two emails the newly created User will receive:

- Generated Password

Your account has been created on e-Navigator and you can now activate your Planning Station software. Your password is:
Password - Bn8CX8xj

- Login Details

Your account has been created on e-Navigator and you can now activate your Planning Station software. Your login is:
Login - fatvessel301

View Users Username and Password

You are able to view a given username but you cannot view the corresponding password. If the password has been forgotten you will have to create a new password, to create a new password follow the steps below and enter a new password and save changes. A user's password can also be reset by following the instructions in section [Trouble Shooting](#). Follow the steps below to view a username, change a password and other account details:

1. Go to **User Management > User List**
2. From the user list select the end user by double clicking on the record in the table.

User Management > User List

[Add User](#)

Search:

ID	Login	Name	e-Mail	Company	Role	Licence
266	SCFAT1User	SCFAT1 User	wayne@ukhoads.co.uk	ShipCo1.	Shipping Company Users	
267	DCFAT1User	DCFAT1 User	wayne@ukhoads.co.uk	Distributor1.	Distributor Users	
270	EUFAT1	Vessel 01 - renamed	wayne@ukhoads.co.uk	ShipCo1.	End Users	#30 (Non-IMO Vessel 'Vessel01_renamed')
272	EUFAT7	tbd tbd	tbd@maris.no	ShipCo1.	End Users	#36 (IMO Vessel 'Vessel07')
273	EUFAT10	tbd tbd	tbd@maris.no	ShipCo1.	End Users	#39 (Non-IMO Vessel 'Vessel10')
274	SCFAT2User	SCFAT2 User	wayne@ukhoads.co.uk	ShipCo2.	Shipping Company Users	
275	EUFAT5	tbd tbd	tbd@maris.no	ShipCo2.	End Users	#34 (Non-IMO Vessel 'Vessel05')
277	SCFAT3User	SCFAT3 User	wayne@ukhoads.co.uk	ShipCo3.	Shipping Company Users	
282	DCFAT1Viewer	DCFAT1 Viewer	wayne@ukhoads.co.uk	Distributor1.	Distributor Viewers	
283	DCFAT1Admin	DCFAT1 Admin	wayne@ukhoads.co.uk	Distributor1.	Distributor Admins	
284	SCFAT1Admin	SCFAT1 Admin	wayne@ukhoads.co.uk	ShipCo1.	Shipping Company Admins	
288	FATV01	FAT Vessel 01	wayne@ukhoads.co.uk	ShipCo1.	End Users	#55 (Non-IMO Vessel 'FATV01')
289	FATV02	FAT Vessel 02	wayne@ukhoads.co.uk	ShipCo1.	End Users	#54 (Non-IMO Vessel 'FATV02')
290	FATV03	FAT Vessel 03	wayne@ukhoads.co.uk	ShipCo1.	End Users	#53 (Non-IMO Vessel 'FATV03')
291	FATV04	FAT Vessel 04	wayne@ukhoads.co.uk	ShipCo1.	End Users	#52 (Non-IMO Vessel 'FATV04')
292	FATV05	FAT Vessel 05	wayne@ukhoads.co.uk	ShipCo1.	End Users	#51 (Non-IMO Vessel 'FATV05')
293	FATV06	FAT Vessel 06	wayne@ukhoads.co.uk	ShipCo1.	End Users	#50 (Non-IMO Vessel 'FATV06')
294	FATV07	FAT Vessel 07	wayne@ukhoads.co.uk	ShipCo1.	End Users	#48 (Non-IMO Vessel 'FATV07')
295	FATV08	FAT Vessel 08	wayne@ukhoads.co.uk	ShipCo1.	End Users	#49 (Non-IMO Vessel 'FATV08')
306	SCFAT2Admin	SCFAT2 Admin	wayne@ukhoads.co.uk	ShipCo2.	Shipping Company Admins	

3. This will open the End User details for you to view or amend.

User Management > User List > User

Account

Company: ShipCo3 *

Role: ShipCo User ▼

General Info Account #277

Login: SCFAT3User *

Password: *

Expiration Date: 06.07.2012 *

Personal Information

First Name: SCFAT3 *

Last Name: User *

e-mail: 2 wayne@ukhoads.co.uk *

Phone:

Additional Info:

Note: If a user has forgotten their password, a Shipping Company Admin User can generate a new password which will be emailed to the users email address. You will not be able to view passwords or manually change a password.



4. If you make any changes on this page make sure you click on to retain the changes made.

Deleting a Fleet Manager User Account

User accounts can be deleted by Shipping Company Admin Users.

The steps are the same for each type of user, if you follow the steps and find you cannot delete a user, this may be because you do not have permissions to do so.

1. Go to **User Management > User List**
2. Select the user that requires deleting by double clicking.

[Home](#)
[User Management](#)
[Licence Management](#)
[Product Management](#)
[Support](#)
Welcome Distributor Example [Logout]

User Management > User List

[Add User](#)

Search:

ID	Login	Name	e-Mail	Company	Role	Licence
266	SCFAT1User	SCFAT1 User	wayne@ukhoads.co.uk	ShipCo1.	Shipping Company Users	
267	DCFAT1User	DCFAT1 User	wayne@ukhoads.co.uk	Distributor1.	Distributor Users	
270	EUFAT1	tbdt tbd	kjetil.sira@maris.no	ShipCo1.	End Users	#30 (Non-IMO Vessel 'Vessel01_rename')
271	EUFAT4	tbdt tbd	tbd@maris.no	ShipCo1.	End Users	#33 (IMO Vessel 'Vessel04')
272	EUFAT7	tbd tbd	tbd@maris.no	ShipCo1.	End Users	#36 (IMO Vessel 'Vessel07')
273	EUFAT10	tbdt tbd	tbd@maris.no	ShipCo1.	End Users	#39 (Non-IMO Vessel 'Vessel10')
274	SCFAT2User	SCFAT2 User	wayne@ukhoads.co.uk	ShipCo2.	Shipping Company Users	
277	SCFAT3User	SCFAT3 User	wayne@ukhoads.co.uk	ShipCo3.	Shipping Company Users	
282	DCFAT1Viewer	DCFAT1 Viewer	wayne@ukhoads.co.uk	Distributor1.	Distributor Viewers	
283	DCFAT1Admin	DCFAT1 Admin	wayne@ukhoads.co.uk	Distributor1.	Distributor Admins	
284	SCFAT1Admin	SCFAT1 Admin	wayne@ukhoads.co.uk	ShipCo1.	Shipping Company Admins	
288	FATV01	FAT Vessel 01	wayne@ukhoads.co.uk	ShipCo1.	End Users	#55 (Non-IMO Vessel 'FATV01')
289	FATV02	FAT Vessel 02	wayne@ukhoads.co.uk	ShipCo1.	End Users	#54 (Non-IMO Vessel 'FATV02')
290	FATV03	FAT Vessel 03	wayne@ukhoads.co.uk	ShipCo1.	End Users	#53 (Non-IMO Vessel 'FATV03')
291	FATV04	FAT Vessel 04	wayne@ukhoads.co.uk	ShipCo1.	End Users	#52 (Non-IMO Vessel 'FATV04')
292	FATV05	FAT Vessel 05	wayne@ukhoads.co.uk	ShipCo1.	End Users	#51 (Non-IMO Vessel 'FATV05')
293	FATV06	FAT Vessel 06	wayne@ukhoads.co.uk	ShipCo1.	End Users	#50 (Non-IMO Vessel 'FATV06')
294	FATV07	FAT Vessel 07	wayne@ukhoads.co.uk	ShipCo1.	End Users	#48 (Non-IMO Vessel 'FATV07')
295	FATV08	FAT Vessel 08	wayne@ukhoads.co.uk	ShipCo1.	End Users	#49 (Non-IMO Vessel 'FATV08')
306	SCFAT2Admin	SCFAT2 Admin	wayne@ukhoads.co.uk	ShipCo2.	Shipping Company Admins	

SCFAT2Admin

☐ +
 ☐ Company
 ☐ Licence
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3. The user's account will now appear

User Management > User List > User

Account	
Company:	ShipCo2 *
Role:	<input type="text" value="ShipCo Admin"/>


General Info Account #306	
Login:	<input type="text" value="SCFAT2Admin"/> *
Password:	<input type="password"/> *
Expiration Date:	<input type="text" value="19.01.2013"/> *

Personal Information	
First Name:	<input type="text" value="SCFAT2"/> *
Last Name:	<input type="text" value="Admin"/> *
e-mail:	<input type="text" value="wayne@ukhoads.co.uk"/> *

4. Click on

5. A pop up box will now appear, if you are happy to delete this user click , if not click

Confirm please

 Do you really want to delete user 'DISTRIBUTOR5U' ?

6. Click to confirm deletion of user

Success

 User deleted

End User / Vessel Licence Management

This section is for managing your end user / vessel accounts.

Create End User Username and Password

Your Distributor must create an end user on e-Navigator Fleet Manager if a Planning Station user is requested by a vessel. A Shipping Company Admin User can create an End User by following the steps below.

1. Go to **User Management > User List**
2. Choose [Add User](#) hyperlink
3. Select 'End User' as role

User Management > User List > User

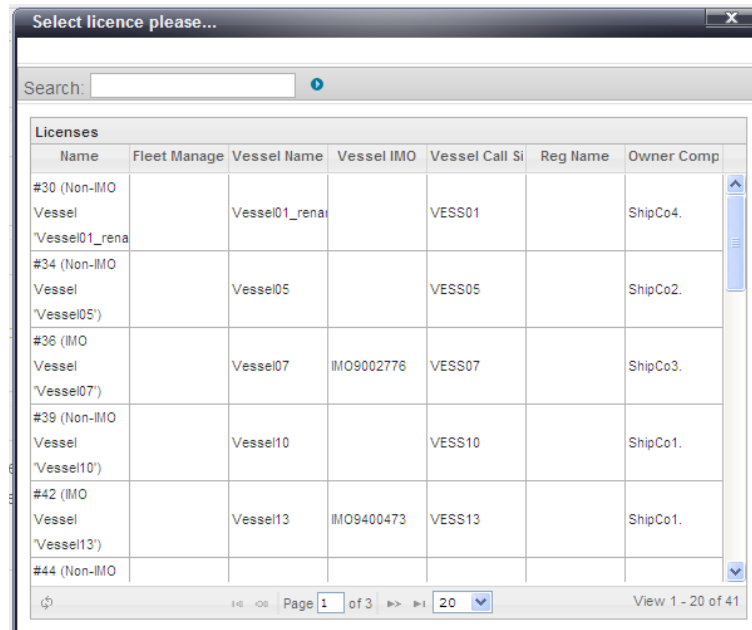
Account	
Company: ShipCo1	* <input type="button" value="Select"/>
Role:	<div> <div>End User</div> <div>ShipCo Admin</div> <div>ShipCo User</div> <div>ShipCo Viewer</div> <div>End User</div> </div>
End User: None	<input type="button" value="Select"/>

General Info NEW Account	
Login:	<input type="text"/> * <input type="button" value="Generate"/>
Password:	<input type="text"/> * <input type="button" value="Generate"/>
Expiration Date:	<input type="text" value="15.03.2013"/> *

Personal Information	
First Name:	<input type="text"/> * Phone: <input type="text"/>
Last Name:	<input type="text"/> * Additional Info: <input type="text"/>
e-mail: ?	<input type="text"/> *

4. In 'End User' section click on
 - search for the required vessel, select by double clicking in the table.

End User	
End User: None	<input type="button" value="Select"/>



5. In 'General Info NEW Account' section
-create username and password or click generate

General Info NEW Account

Login: *

Password: *

Expiration Date: *

Usernames can be set up in two ways. They can be automatically generated by clicking on the 'Generate' button or set specifically by the user. Passwords are automatically generated by clicking on the 'Generate' button.

Note: Passwords must contain at least 8 alphanumeric characters, including at least one upper and lower case character and at least 1 number from 0-9.

6. Complete 'Personal Information' section. Fields marked with * are mandatory

General Info NEW Account

Login: *

Password: *

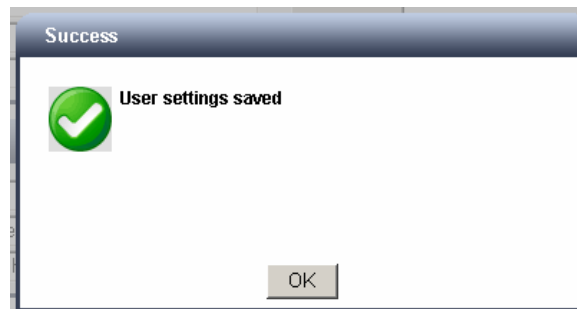
Expiration Date: *

7. Click on button

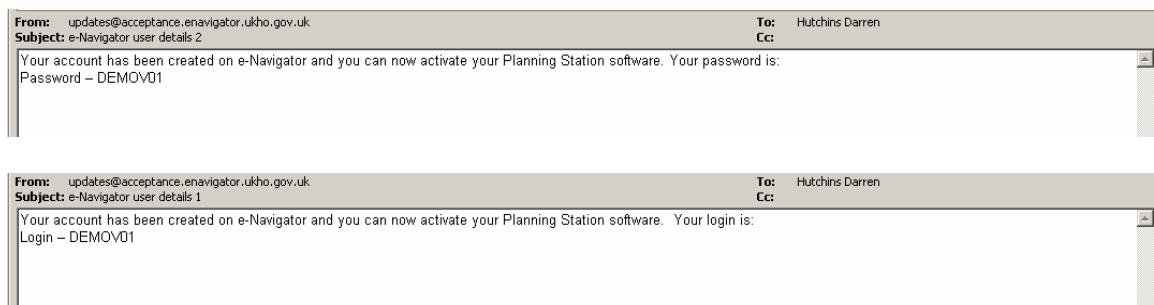
8. You will now be prompted to send the username and password to the email address that you entered above. If you click , make sure you send the details to the vessel later so they can activate Planning Station.



9. If you click , the user will now receive two emails, one containing the username and one containing the password.
10. Confirmation that the user has been successfully saved will now appear,



- II. Below are examples of the two emails you will receive.



Manage End User Licence Record

A Shipping Company can view the End User Licence Record for all the end users registered to them. To view an End User Licence Record follow the steps below:

1. Go to **Licence Management > Licenses**
2. Double click on the end user/vessel that you wish to view

Licence Management > Licenses

[Add Licence](#)

Search:

ID	Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company
30	#30 (Non-IMO Vessel 'VesselID1_rename')		VesselID1_rename		VESS01		ShipCo4.
34	#34 (Non-IMO Vessel 'Vessel05')		Vessel05		VESS05		ShipCo2.
36	#36 (IMO Vessel 'Vessel07')		Vessel07	MO9002776	VESS07		ShipCo3.
39	#39 (Non-IMO Vessel 'Vessel10')		Vessel10		VESS10		ShipCo1.
42	#42 (IMO Vessel 'Vessel13')		Vessel13	MO9400473	VESS13		ShipCo1.
44	#44 (Non-IMO Vessel 'VesselETE')		VesselETE		VESSETE		ShipCo3.
46	#46 (Non-IMO Vessel 'QA10011')		QA10011		VQA10101		ShipCo1.
48	#48 (Non-IMO Vessel 'FATV07')	P3C110.2A	FATV07		VFATV07		ShipCo1.
49	#49 (Non-IMO Vessel 'FATV08')	CCP75	FATV08		VFATV08		ShipCo1.
50	#50 (Non-IMO Vessel 'FATV06')	CCP75	FATV06		VFATV06		ShipCo1.
51	#51 (Non-IMO Vessel 'FATV05')	CCP75	FATV05		VFATV05		ShipCo1.
52	#52 (Non-IMO Vessel 'FATV04')	CCP75	FATV04		VFATV04		ShipCo1.
53	#53 (Non-IMO Vessel 'FATV03')	CCP75	FATV03		VFATV03		ShipCo1.
54	#54 (Non-IMO Vessel 'FATV02')	CCP75	FATV02		VFATV02		ShipCo1.
55	#55 (Non-IMO Vessel 'FATV01')	CCP75	FATV01		VFATV01		ShipCo1.
56	#56 (Non-IMO Vessel 'FATV09')	Baseline	FATV09		VFATV09		ShipCo1.
57	#57 (Non-IMO Vessel 'FATV10')	Baseline	FATV10	MO9114044	VFATV10		ShipCo1.
60	#60 (Non-IMO Vessel 'FATV12')		FATV12		VFATV12		ShipCo1.
61	#61 (Non-IMO Vessel 'FATV13')	Baseline	FATV13		VFATV13		ShipCo1.
62	#62 (Non-IMO Vessel 'FATV14')	Baseline	FATV14		VFATV14		ShipCo1.

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3. The licence record will now appear. This will have been set by the Distributor on initial set up. Any changes will be managed by the UKHO.

Shipping Company: Will already be populated with the Vessel's Shipping Company.

Distributor for Digital products: The UKHO will select this

Distributor for Paper products: Your digital distributor can assign themselves as the paper distributor. This can be updated or changed by a Shipping Company Admin User. You should also check that 'physical publications' section has the products that the vessel can order ticked.

Vessel Info: all fields with an * need populating. The Shipping Company can complete the remaining fields if the information is available.

Allow licence users to make Direct Orders: This can only be ticked by the Shipping Company and means orders made by the vessel will go straight to the Distributor for approval.

Maximum email size KB: The value entered ensures emails sent to the **email for updates** address are no larger than the size stated, by splitting into smaller component emails.

Maximum transmission size: Allows a maximum transmission size to be set, if this is exceeded an information email is set to the **email for updates** stating that information has not been sent but is available for download.

AVCS Enabled: This will be ticked and already completed if the vessel is an AVCS user. If the user is not an AVCS user, tick this box to allow them to order AVCS.

Sap Number: This will already be completed with the AVCS licence number by the UKHO if the vessel is an AVCS user.

The licence type, expiry date and number of licence users are also displayed.

Weekly update: This determines they type of data sent to the **email for updates** address.

Catalogue: If ticked the user will receive an AVCS catalogue update as part of the weekly update email.

Permit: If the vessel is a Planning Station user they will receive their updated permits as part of the weekly update email. If they are not a Planning Station user the Distributor will receive the updated permit file weekly where the licence has been affected by changes.

Update: If ticked the user will receive updated product data (for products held in their working folio in Planning Station) as part of the weekly update email.

New Charts: If ticked the user will receive product data for new charts as part of the weekly update email.

ADS Response: This determines the type of data the user will receive when ordering from Planning Station.

Include new charts: If this is ticked and the allow users to download data is ticked (in Additional Properties), users will receive product data when performing a 'Get Update' request.

AIO: If this is ticked the user will receive the AIO permit in their AVCS permit files.

AVCS Permits: This box is only visible if 'AVCS Enabled' in 'Subscription Options' is ticked.

ECDIS user permits for the system that will use AVCS are displayed here. Further permits, up to a maximum of 5 including a Planning Station user permit, can be added.

Send Planning Station Permits: Tick this box if the user wishes to view AVCS on Planning Station. This will use one of the five user permits.

Paper Chart Updating: Distributors are requested to choose a message that will be displayed on Planning Station if a vessel tries to update paper charts.

Licence Management > Licenses > Licence

IMO Vessel Licence: #42 [View Holdings](#)

Shipping Company: [ShipCo Ltd](#) [select](#)

Distributor for Digital Products: [Distributor](#)

Distributor for Paper Products: [Distributor](#)

e-mail for updates: [tbc@tbc.com](#)

☒ Distributor ☐ Company Users

Fleet Manager: [1](#)

Additional e-mails: [2](#)

Physical delivery address:

1:

2:

3:

4:

Vessel Info [Choose vessel](#)

IMO Number: [040340473](#)

Vessel Name: [Vessel13](#)

Call Sign: [VES13](#)

Description:

Contact Name: [Chris Sauce](#)

Contact Phone: [01823 66 55 99](#)

Contact e-mail: [tbc@tbc.com](#)

Additional Properties

Allow licence users to make Direct Orders: ☐

Maximum e-mail size (KB): [2](#)

Maximum transmission size (MB): [10](#)

Note: If you wish to increase the transmission size (e.g. to increase size for https communication) the maximum e-mail size or maximum number of emails per transmission may also need to be increased

[Generate certificates](#)

Send e-mail updates weekly: ☒

Allow users to download data: ☒

Maximum direct order price (£): [Not limited](#)

Maximum direct order price (£): [Not limited](#)

Planning Station User: [2](#)

Planning Station Version: [2.4.3](#)

Subscription Options

Digital Chart Services:

AVCS Enabled: ☒ [Full](#)

Sap Number: [2](#) [74375N](#)

Expiry Date: [11/2011](#)

Number of Licence Users: [1](#)

Weekly Update: [2](#)

Catalogue: ☐ Permit ☒ Update ☐ New Charts ☐

ADS Response: [2](#)

Include new charts: ☐ AIO ☐

List of the ECDIS equipment that supports the display of the AIO

ARCS Enabled: ☒ [Full](#)

Sap Number: [2](#)

Expiry Date:

Number of Licence Users: [1](#)

Weekly Update: [2](#)

Catalogue: ☐ Permit ☒ Update ☐ New Charts ☐

ADS Response: [2](#)

Include new charts: ☐

Weather Enabled: [2](#) ☐

Physical Publications:

☐ Paper ☐ ALL ☐ ALRS ☐ Sailing Directions ☐ Tide Tables ☐ Miscellaneous

ADP Publications:

ADP Enabled: ☐

Startup key:

☐ ADLL ☐ ADRS ☐ Total Tide

Expiry Date:

AVCS Permits

Total number of user permits: [2](#)

Edit	delete	Name	Master	Permit
				7E55A8CB6005F0685A1193132
<input checked="" type="checkbox"/>		Send Planning Station Permits	2	40B98A67B3EA66F0590E23C03135

User Permit: Enter 28 hexadecimal symbols here [Add](#)

ARCS Permits

Total number of user permits: [2](#)

Edit	delete	Name	Master	Permit	PIN
				CTDF0A75F9D4153	1000

☒ Send Planning Station Permits [2](#)

User Permit: Enter 16 hexadecimal symbols here PIN: 4 digit pin [Add](#)

Paper Chart Updating

Please select the message that should be displayed if your customer has not subscribed to a paper chart update service

☐ Ask your Chart Agent about the MARIS Paper Chart Updating Module which is designed to work with E-Navigator by default

☒ Software to support Paper Chart Updating is available from your Chart Agent

[Save Changes](#)

Email for updates: This should be populated with the vessels/end users email address. If they are a Planning Station user this field is mandatory.

Distributor: If ticked a copy of the weekly update email is sent to the Digital Products Distributor, ensure 'Send email updates weekly' in the additional properties box is ticked.

Company Users: If ticked a copy of the weekly update and order emails containing permits is sent to the Shipping Company.

Additional emails: Further copies of the weekly update and other emails containing permits are sent to the addresses entered.

Physical delivery address: The endusers address can be entered here for physical products.

Send email updates weekly: If this box is ticked weekly updates will go to email address entered in the **email for updates** field and / or the Distributor / company users email addresses.

Allow users to download data: Ticking this box will allow the user to download data.

Maximum direct order price £ \$: Maximum direct order values can be set by the Shipping Company if the direct ordering box is ticked.

Planning Station User: This box should be ticked if the vessel is a Planning Station User. Ticking this box enables the weekly update options in the subscriptions options selection.

Planning Station Version: This box displays the Planning Station version being used by the vessel.

ARCS Enabled: This will be ticked and already completed if the vessel is an ARCS user. If the user is not an ARCS user, tick this box to allow them to order ARCS.

Sap Number: This will already be completed with the ARCS licence number by the UKHO if the vessel is an ARCS user.

The licence type, expiry date and number of licence users are also displayed.

Weekly update: This determines they type of data sent to the **email for updates** address.

Catalogue: If ticked the user will receive an ARCS catalogue update as part of the weekly update email.

Permit: If the vessel is a Planning Station user they will receive their updated permits as part of the weekly update email. If they are not a Planning Station user the Distributor will receive the updated permit file weekly where the licence has been affected by changes.

Update: If ticked the user will receive updated product data (for products held in their working folio in Planning Station) as part of the weekly update email.

New Charts: If ticked the user will receive product data for new charts as part of the weekly update email.

ADS Response: This determines the type of data the user will receive when ordering from Planning Station.

Include new charts: If this is ticked and the allow users to download data is ticked (in Additional Properties), users will receive product data when performing a 'Get Update' request.

Physical Publications: Tick these boxes if the vessel can order these products and update their catalogues in Planning Station. It is recommended that all these are ticked.

ADP Enabled: This will be ticked and the Start-up key entered by the UKHO if an ADP licence is held. If the user is not yet an ADP user, tick ADP Enabled and tick the boxes: ADLL, ADRS and Total Tide so the user can order ADP.

ARCS Permits: This box is only visible if 'ARCS Enabled' in 'Subscription Options' is ticked.

ECDIS user permits for the system that will use ARCS are displayed here. Each permit also requires a 4 digit pin. Further permits, up to a maximum of 5 including a Planning Station user permit, can be added.

Send Planning Station Permits: Tick this box if the user wishes to view ARCS on Planning Station. This will use one of the five user permits.

Editing an End User Licence Record

An end user licence record can be edited. Information that can be edited:

- Email addresses and preferences
- Add/Change Permits
- Subscriptions
- Weekly updates
- Direct Ordering

These can all be edited by going to:

1. Go to **Licence Management > Licenses**
2. Select the Licence Record

Licence Management > Licenses

[Add Licence](#)

Search:

ID	Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company
30	#30 (Non-IMO Vessel 'Vessel01_rename')		Vessel01_rename		VESS01		ShipCo4.
34	#34 (Non-IMO Vessel 'Vessel05')		Vessel05		VESS05		ShipCo2.
36	#36 (IMO Vessel 'Vessel07')		Vessel07	IMO9002776	VESS07		ShipCo3.
39	#39 (Non-IMO Vessel 'Vessel10')		Vessel10		VESS10		ShipCo1.
42	#42 (IMO Vessel 'Vessel13')		Vessel13	IMO9400473	VESS13		ShipCo1.
44	#44 (Non-IMO Vessel 'VesselETE')		VesselETE		VESETE		ShipCo3.
46	#46 (Non-IMO Vessel 'QA10011')		QA10011		VQA10101		ShipCo1.

+ Ship Company
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3. Edit the information shown below:

Licence Management > Licenses > Licence

IMO Vessel Licence: #42 [View Holdings](#)

Shipping Company: [ShipCo1](#) * [select](#)

Distributor for Digital Products: [Distributor1](#)

Distributor for Paper Products: [Distributor1](#)

e-mail for updates: [2](#)

[tbc@tbc.com](#) *

☒ Distributor ☒ Company Users

Fleet Manager: [2](#)

Additional e-mails: [2](#) Physical delivery address:

1:

2:

3:

4:

Vessel Info [Choose vessel](#)

IMO Number: [IMO9400473](#) * Vessel Name: [Vessel13](#) *

Call Sign: [VESS13](#) Description:

Contact Name: [Chris Sauce](#)

Contact Phone: [01823 66 55 99](#)

Contact e-mail: [2tbc@tbc.com](#)

Additional Properties

Allow licence users to make Direct Orders: ☐ Send e-mail updates weekly: [2](#) ☒

Maximum e-mail size (KB): [2](#) Allow users to download data: [2](#) ☒

Maximum transmission size (MB): [2](#) Maximum direct order price (\$):

Note: If you wish to increase the transmission size (e.g. to increase size for https communication) the maximum e-mail size or maximum number of emails per transmission may also need to be increased

Maximum direct order price (£):

Planning Station User: [2](#) ☒

Planning Station Version: [2.4.3](#)

[Generate certificates](#)

Subscription Options

Digital Chart Services:

AVCS Enabled: ☒

Sap Number: [2](#) Expiry Date:

Number of Licence Users:

Weekly Update: [2](#)

Catalogue: ☐ Permit ☒ Update: ☐ New Charts: ☐

ADS Response: [2](#)

Include new charts: ☐ AIO: ☐

[List of the ECDIS equipment that supports the display of the AIO](#)

ARCS Enabled: ☒

Sap Number: [2](#) Licence Expiry Date:

Number of Licence Users:

Weekly Update: [2](#)

Catalogue: ☐ Permit ☒ Update: ☐ New Charts: ☐

ADS Response: [2](#)

Include new charts: ☐

Weather Enabled: [2](#) ☐

Physical Publications:

☐ Paper ☐ ALL ☐ ALRS ☐ Sailing Directions ☐ Tide Tables ☐ Miscellaneous

ADP Publications:

ADP Enabled: ☐

Startup key:

☐ ADLL ☐ ADRS ☐ Total Tide

Expiry Date:

AVCS Permits

Total number of user permits: 2

Edit	delete	Name	Permit
		Master	7E55ABCEB6005F8F0685A1193132
<input checked="" type="checkbox"/>		Send Planning Station Permits 2	40B98A57B3EA66F0590E23C03135

User Permit: [Add](#)

ARCS Permits

Total number of user permits: 2

Edit	delete	Name	Permit	PIN
		Master	C7DFC0A75F9D4153	1000
<input checked="" type="checkbox"/>		Send Planning Station Permits 2		

User Permit: PIN: [Add](#)

- Your Distributors can change the Shipping Company for the vessel.

- Email for updates can be edited. By having these boxes ticked all permit/data will be copied to the Distributor and Shipping Company.

- Additional e-mails can be used to send permits/data to more than one e-mail address if required

- Some information can be edited here.

- Direct ordering can be set up here, by the Shipping Company for end users / vessels. Note the Direct Ordering box default is not ticked

- Tick boxes to enable e-mail updates and downloads for the end user licence along with e-mail size preferences

- 'Generate certificates' will produce AVCS & ARCS permit certificates

- Set up subscriptions for the end user licence record. Ticking the boxes will enable the end user to view up-to-date catalogues and be able to order these products.

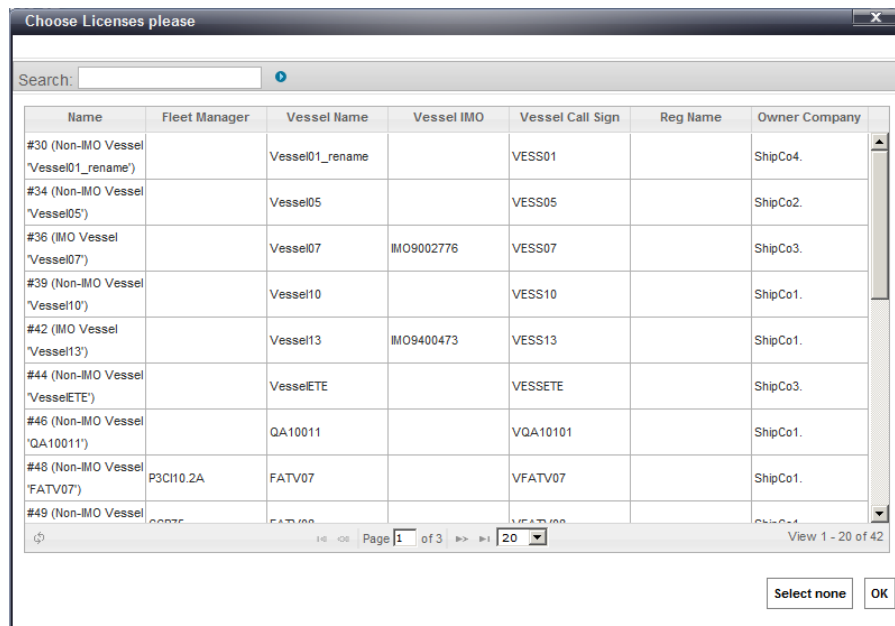
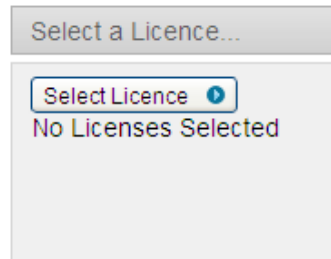
AVCS Permits – User permits (for the systems that will use AVCS) are entered and edited here. An end user has up to 5 permits for AVCS. Ticking 'Send Planning Station Permits' will enable AVCS Charts to be viewed on Planning Station. If this box is ticked then one of the five permits will be used to view the AVCS Charts on Planning Station.

ARCS Permits – User permits are entered (for the systems that will use ARCS) and edited here. An end user has up to 5 permits for ARCS. Ticking 'Send Planning Station Permits' will enable ARCS Charts to be viewed on Planning Station. If this box is ticked then one of the five permits will be used to view the ARCS Charts on Planning Station.

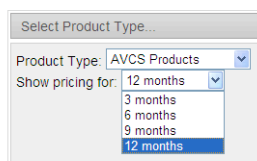
Order New Digital Chart Licence

If one of your end users / vessels does not have an ARCS or AVCS licence you can order these through Fleet Manager.

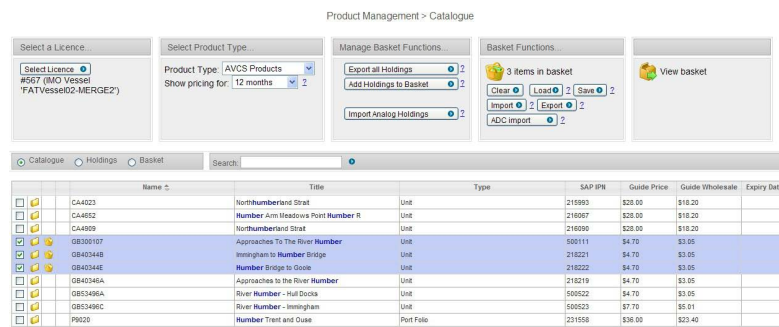
1. Go to **Product Management > Catalogue**
2. Click on select licence and choose the end user / vessel from the pop up box





3. Select product type



4. Select products by clicking the line or tick box (Search function can be used)



5. Select other product types if required

6. Click on  View basket to review your order and select a duration for the products, you can select the same duration for all products.
7. Click on  Submit Order
8. 'Order Options' page appears
9. Select the licence required from drop-down list for new ARCS licence

New ARCS
License:

Full

Full

Trial

Demo

10. Select the licence required from drop-down list for new AVCS licence

New AVCS
License:

Full

Full

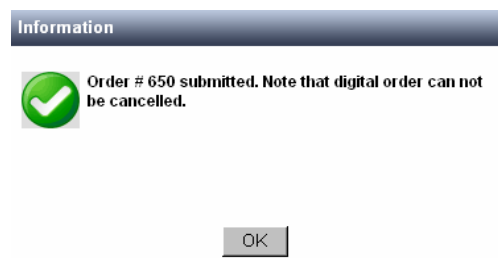
Trial

Demo

11. Click on 'Submit Order' icon



12. Warning text box appears



13. Your order has now been placed and will be sent to your distributor to be actioned. When your distributor has approved your order, the vessel/end user will receive the relevant permits/products ordered.

Monitor progress of an order

As a shipping company user you may need to monitor the progress of orders you or your vessels have placed.

1. Go to **Product Management > Orders**
2. Enter submitted order number into 'Order #' field or select order from list
3. A quick view of the order status can be seen in the 'Whole-order Status' column.
4. More details of the order and its status can be obtained by double clicking on the relevant order. This will open the order details, where the progress of the order is displayed in the 'Status' column.

Order # 1569 details

Order properties

License:#5504 (IMO Vessel 'Anglian Surveyors')
 Whole-order status:Pending
 Request number:0
 Request e-mail:

Purchase Order Reference Number:

Order# 1569 product types

	Product	Number of items	Guide Price	Order type	License type	Status	
<input type="checkbox"/>	Select	AVCS Products	5	\$26.32	Add	Full	Expects Distributor's approval

[Create basket ?](#) [Modify ?](#) [Add products ?](#) [Delete... ?](#)

Order # 1569 content

	Product Name	Period	Guide Price	Quantity
<input type="checkbox"/>	GB389100	3	\$5.58	1
<input type="checkbox"/>	GB401928	3	\$7.70	1
<input type="checkbox"/>	GB489120	3	\$5.58	1
<input type="checkbox"/>	GB489130	3	\$3.73	1
<input type="checkbox"/>	GB58911B	3	\$3.73	1

5. Your distributor will be notified when you have placed an order. When they have approved the order the permits will be sent to the vessel/end user.
6. You can view the permits via:-
 - Your Shipping Company email account (if Company Users is selected to receive Email for Updates in the vessels licence record); email received contains AVCS and ARCS permits.

Or

Go to Home > My Messages

My Messages		
No.	Message Priority	
2	High	<input type="button" value="View ▶"/>
2	Normal	<input type="button" value="View ▶"/>

- Click on 'View' next to 'Normal' message type
- Identify order number
- Click on message hyperlink
- Message shows that order has been completed

7. You can Check the permits are correct by following these steps:

Go to Licence Management > Licenses

8. Use search function to find end user record for the vessel
9. Double Click on the relevant vessel hyperlink to select that vessel licence, opening up its vessel licence details

10. Click on [View Holdings](#) hyperlink

Licence Management > Licenses > Licence

IMO Vessel Licence: #5504 View Holdings

Shipping Company: [Amercian Shipping](#) *

Distributor for Digital Products: [Alphanavigation](#)

Distributor for Paper Products: [Alphanavigation](#)

e-mail for updates: [?](#)

*

☒ Distributor ☐ Company Users

Fleet Manager:

Additional e-mails: [?](#) Physical delivery address:

1:

2:

3:

4:

Vessel Info Choose vessel

IMO Number: * Vessel Name: *

Call Sign: Description:

Contact Name:

Contact Phone:

Contact e-mail: [?](#)

- II. The products ordered will now appear in the vessel's holdings

Renew Existing Holdings

You can use Fleet Manager to renew a vessels holdings in it entirety or only select certain products to renew.

- I. Go to **Product Management > Catalogue**
2. Click on Select Licence and choose the vessel from the pop up box

Choose Licenses please

Search:

Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company
#30 (Non-IMO Vessel 'Vessel01_rename')		Vessel01_rename		VESS01		ShipCo4.
#34 (Non-IMO Vessel 'Vessel05')		Vessel05		VESS05		ShipCo2.
#36 (IMO Vessel 'Vessel07')		Vessel07	IMO9002776	VESS07		ShipCo3.
#39 (Non-IMO Vessel 'Vessel10')		Vessel10		VESS10		ShipCo1.
#42 (IMO Vessel 'Vessel13')		Vessel13	IMO9400473	VESS13		ShipCo1.
#44 (Non-IMO Vessel 'VesselETE')		VesselETE		VESETE		ShipCo3.
#46 (Non-IMO Vessel 'QA10011')		QA10011		VQA10101		ShipCo1.
#48 (Non-IMO Vessel 'FATV07')	P3C110.2A	FATV07		VFATV07		ShipCo1.
#49 (Non-IMO Vessel 'FATV07')	P3C110.2A	FATV07		VFATV07		ShipCo1.

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Select none OK

3. Click on Holdings

Product Management > Catalogue

Select a Licence...
Selected Licence
#596 (IMO Vessel
'FATVessel137')

Select Product Type...
Product Type: AVCS Products
Show pricing for: 12 months 2

Manage Basket Functions...
Export all Holdings 2
Add Holdings to Basket 2
Import Analog Holdings 2

Basket Functions...
Your basket is empty
Clear 2 Load 2 Save 2
Import 2 Export 2
ADC Import 2

☐ Catalogue ☒ Holdings ☐ Basket
 Search:

	Name	Title	Type	SAP IPN	Guide Price	Guide Wholesale	Expiry Date
<input type="checkbox"/>	RFP07	Taiwan Strait to Philippine Sea	Regional Folio	230200	\$456.00	\$296.40	31.10.2011
<input type="checkbox"/>	RFP09	East China Sea	Regional Folio	230202	\$959.00	\$623.35	31.10.2011
<input type="checkbox"/>	RFP10	Yellow Sea	Regional Folio	230203	\$1257.00	\$817.05	31.10.2011
<input type="checkbox"/>	RFP11	Korea Strait to Hokkaido	Regional Folio	230204	\$1363.00	\$905.95	31.10.2011

4. Select products that have either a red or amber circle in the status column.
- Red circle means the permit has expired
 - Amber circle means the permit is due to expire at the end of the current month
 - Green circle means the permit is currently valid
5. You are able to renew certain permits by selecting individual products

Product Management > Catalogue

Select a Licence...
Selected Licence
#596 (IMO Vessel
'FATVessel137')

Select Product Type...
Product Type: AVCS Products
Show pricing for: 12 months 2


Manage Basket Functions...
Export all Holdings 2
Add Holdings to Basket 2
Import Analog Holdings 2

Basket Functions...
4 Items in basket
Clear 2 Load 2 Save 2
Import 2 Export 2
ADC Import 2

View basket

☐ Catalogue ☒ Holdings ☐ Basket
 Search:

	Name	Title	Type	SAP IPN	Guide Price	Guide Wholesale	Expiry Date
<input type="checkbox"/>	ARGUL	Arabian Sea & Persian Gulf	Transit Folio	230021	\$324.00	\$210.60	31.10.2011
<input type="checkbox"/>	ATLEU	European Atlantic	Transit Folio	230006	\$968.00	\$629.20	31.10.2011
<input type="checkbox"/>	INDRS	Suez Canal Red Sea & Gulf of Aden	Transit Folio	230040	\$554.00	\$360.10	31.10.2011
<input type="checkbox"/>	MALAC	Malacca Straits	Transit Folio	230029	\$835.00	\$542.75	31.10.2011
<input type="checkbox"/>	P0252	Pyeongtaek	Port Folio	230945	\$45.00	\$29.25	31.10.2011
<input type="checkbox"/>	P0261	Daejeon	Port Folio	230949	\$34.00	\$22.10	31.10.2011
<input checked="" type="checkbox"/>	P0364	Wenzhou	Port Folio	232460	\$188.00	\$122.20	31.10.2011
<input checked="" type="checkbox"/>	P0363	Fuzhou	Port Folio	232467	\$134.00	\$87.10	31.10.2011
<input checked="" type="checkbox"/>	P0386	Taichung	Port Folio	231780	\$30.00	\$19.50	31.10.2011
<input checked="" type="checkbox"/>	P0393	Mai-Liao	Port Folio	232011	\$30.00	\$19.50	31.10.2011
<input type="checkbox"/>	P0394	Quanzhou	Port Folio	232447	\$81.00	\$52.65	31.10.2011
<input type="checkbox"/>	P0397	Kaohsiung	Port Folio	230804	\$60.00	\$39.00	31.10.2011

6. Or you can renew all expiring/expired permits by clicking on  Add Holdings to Basket, this will add all your current holdings to the basket for renewal.

7. Once you have either selected the products required for renewal or the entire holdings, click on




8. The basket will now be displayed with all the items for renewal. Here you can change the period for each product as shown: (some products can only be purchased for certain periods).

Product Management > Catalogue Order Options

Licence(s): #30 (Non-IMO Vessel 'Vessel01_rename')
Total order price:
Purchase Order Number (optional):

Filter licenses
USD: 21.80

AVCS Expiry Date: 07.2011
ARCS Expiry Date: 03.2011

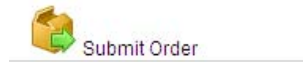
This order will be processed normally  Submit Order

6 months 2

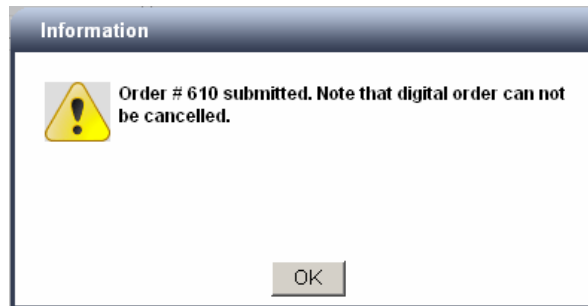
Type	ID	Title	Quantity	Period	Guide Price	Guide Wholesale
AVCSCharts	AR302120	Faro Recalada a Faro El Rincon		6 months	\$10.90	\$7.09
	AR4EM042	Canal Emilio Mitre Rio Parana		3 months	\$10.90	\$7.09
				6 months		

9. If the permit is still current and not due to expire it will be filtered before submitting your order.

10. Click on 'Submit Order' icon



11. Confirmation of the order appears, click **OK**



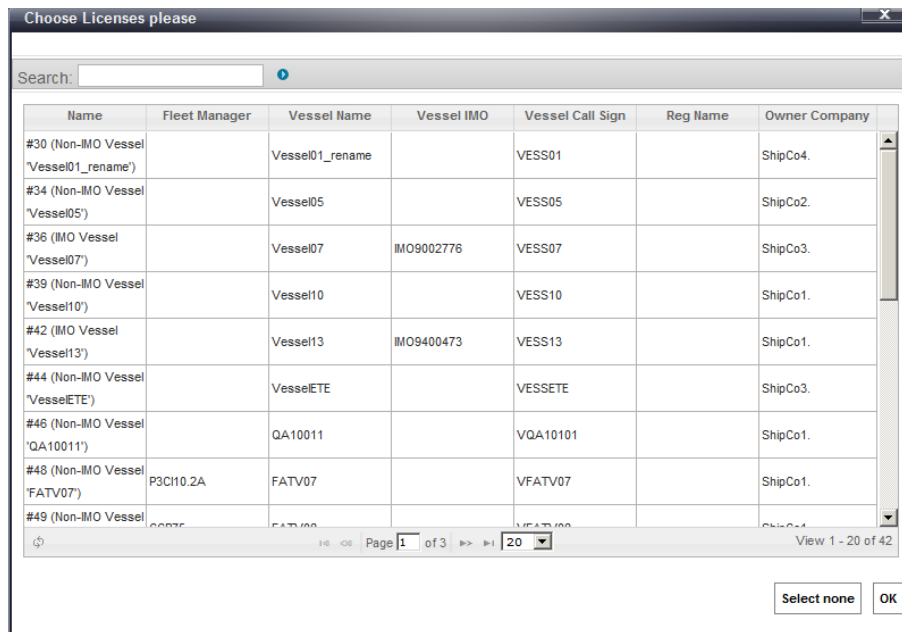
12. Your order has now been sent to your distributor for approval.

13. You are then redirected to the orders page where you can monitor the status of your order. See section [Monitor Progress of an order](#)

Renew Existing Licence

1. Go to **Product Management > Catalogue**

2. Click on **Select Licence** and choose the vessel from the pop up box



2. Click on **Holdings**. This will bring up a list of the vessels holdings

3. Products have either an amber or red circle in the status column.
 - Amber means the product is due to expire
 - Red circle means the product has expired
 - Green circle means that the product is still well within its expiry date
4. You can now select permits to renew by selecting any red or amber circled products

Product Management > Catalogue

Select a Licence...

Select Licence

#577 (IMO Vessel 'FATVessel116')

Select Product Type...

Product Type: AVCS Products

Show pricing for: 12 months 2

Manage Basket Functions...

Export all Holdings 2

Add Holdings to Basket 2

Import Analog Holdings 2

Basket Functions...

3 items in basket

Clear Load Save 2

Import 2 Export 2

ADC Import 2

View basket

☒ Catalogue ☐ Holdings ☐ Basket

Search:

	Name	Title	Type	SAP IPN	Guide Price	Guide Wholesale	Expiry Date
<input type="checkbox"/>	AR201130	Rio de la Plata Exterior	Unit	210000	\$7.30	\$4.74	31.05.2012
<input type="checkbox"/>	BE3VLBNK	Flemish Banks	Unit	213740	\$11.20	\$7.28	31.05.2012
<input checked="" type="checkbox"/>	GB42139A	Approaches To Pelabuhan Klang	Unit	500726	\$30.80	\$20.02	31.10.2011
<input checked="" type="checkbox"/>	GB502152	Pelabuhan Klang	Unit	219994	\$30.80	\$20.02	31.10.2011
<input checked="" type="checkbox"/>	MS30F2TT	Malacca and Singapore Strait	Unit	219957	\$63.10	\$41.01	31.10.2011
<input type="checkbox"/>	MY3C0540	Kepulauan Sembilan-Pelabuhan KI	Unit	217036	\$24.60	\$15.99	31.10.2011

or you can renew all the permits by clicking on , this will add all your current holdings to the basket for renewal.

5. Once you have either selected the products to renew your licence, you can add new products to your order by clicking on
6. Select products that you wish to renew to the order

Product Management > Catalogue

Select a Licence...

Select Licence

#567 (IMO Vessel 'FATVessel02-MERGE2')

Select Product Type...

Product Type: AVCS Products

Show pricing for: 12 months 2

Manage Basket Functions...

Export all Holdings 2

Add Holdings to Basket 2

Import Analog Holdings 2

Basket Functions...

3 items in basket

Clear Load Save 2

Import 2 Export 2

ADC Import 2

View basket

☒ Catalogue ☐ Holdings ☐ Basket

Search:

	Name	Title	Type	SAP IPN	Guide Price	Guide Wholesale	Expiry Date
<input type="checkbox"/>	CA4023	Northumberland Strait	Unit	215993	\$28.00	\$18.20	
<input type="checkbox"/>	CA4652	Humber Arm Meadows Point Humber R	Unit	216067	\$28.00	\$18.20	
<input type="checkbox"/>	CA4909	Northumberland Strait	Unit	216080	\$28.00	\$18.20	
<input checked="" type="checkbox"/>	GB300107	Approaches To The River Humber	Unit	500111	\$4.70	\$3.05	
<input checked="" type="checkbox"/>	GB40344B	Immingham to Humber Bridge	Unit	218221	\$4.70	\$3.05	
<input checked="" type="checkbox"/>	GB40344E	Humber Bridge to Goole	Unit	218222	\$4.70	\$3.05	
<input type="checkbox"/>	GB40346A	Approaches to the River Humber	Unit	218219	\$4.70	\$3.05	
<input type="checkbox"/>	GB53496A	River Humber - Hull Docks	Unit	500522	\$4.70	\$3.05	
<input type="checkbox"/>	GB53496C	River Humber - Immingham	Unit	500523	\$7.70	\$5.01	
<input type="checkbox"/>	P9020	Humber Trent and Ouse	Port Folio	231558	\$36.00	\$23.40	

7. Once you have completed your selection of products click on
8. The basket will now be displayed with all the items to be renewed.

Renew AVCS and/or renew ARCS boxes will be checked and a message informing you that the licence will be renewed is displayed on the order page.

e-NAVIGATOR **ADMIRALTY**

Home User Management Licence Management Product Management Support Welcome DIST 11A [Logout]

Product Management > Catalogue Order Options


Licence(s): #8211 (Non-IMO Vessel VT1002) Select licence AVCS Expiry Date: 10.2011

Total order price: USD: 30.00, GBP: 62.00 ARCS Licence Expiry Date: 10.2011

Purchase Order Number (optional):

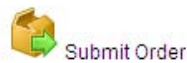
☒ Renew AVCS Licence
☒ Renew ARCS Licence

AVCS licence will be renewed, ARCS licence will be renewed

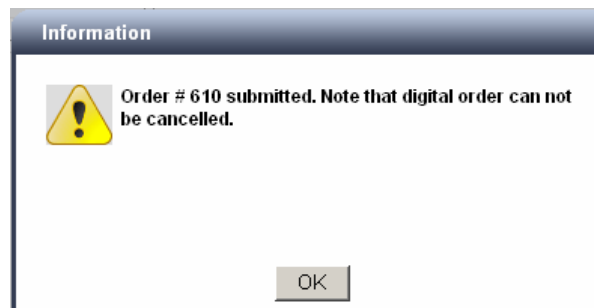
 **Submit Order**

Order content		Quantity	Period	Guide Price	Guide Wholesale
Type	<input type="checkbox"/> ID Title				
AVCSCharts	<input type="checkbox"/> GB103200 South Sandwich I to Graham Land		12 months	\$7.40	\$4.81
	<input type="checkbox"/> GB104701 Maputo to South West Muqdisho		12 months	\$14.90	\$9.68
	<input type="checkbox"/> GB201128 Banks West Of The Hebrides		12 months	\$7.70	\$5.01
ARCSCharts	<input type="checkbox"/> 1004 Canakkale Bogazi (The Dardanelles) to Marmara Adasi	12		£15.50	£10.08
	<input type="checkbox"/> 1005 Marmara Adasi to Istanbul Bogazi (The Bosphorus)	12		£15.50	£10.08
	<input type="checkbox"/> 1006 Ports in Marmara Denizi	12		£15.50	£10.08
	<input type="checkbox"/> 1011 Addoo Atoll to North Huvadhoo Atoll	12		£15.50	£10.08

9. Click on 'Submit Order' icon



10. Confirmation of the order appears, click



11. Your order has been sent to your distributor for approval

12. You are then redirected to the orders page where you can monitor the status of your order. See section [Monitor Progress of an order](#)

Convert Trial Licence to Full Licence

You can use Fleet Manager to convert an end users licence from a trial to a full licence

1. Go to **Licence Management > Licenses**
2. Use search function to find end user record for the vessel required and double click to select
3. Scroll down to 'Subscription Options' section:

Subscription Options

Digital Chart Services:

AVCS Enabled: ☒ Trial —— Licence Type

Sap Number: Expiry Date:

Number of Licence Users:

Weekly Update: [?](#)

Catalogue: ☒ Permit: ☒ Update: ☒ New Charts: ☒

ADS Response: [?](#)

Include new charts: ☒ AIO: ☒

[List of the ECDIS equipment that supports the display of the AIO](#)

ARCS Enabled: ☐ Full

Sap Number: Expiry Date:

Number of Licence Users:

Weekly Update: [?](#)

Catalogue: ☐ Permit: ☐ Update: ☐ New Charts: ☐

ADS Response: [?](#)

Include new charts: ☐

4. Check that the AVCS or ARCS licence is a Trial licence; the above example shows the AVCS licence is a trial licence
5. Check licence end date is in the future or licence is within grace period (1 month after expiry). If the licence has expired beyond its grace period, you will need to order a new licence.
6. Go to **Product Management > Catalogue**
7. Click on **Select Licence** and select a vessel from the pop up box.

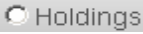
Choose Licenses please

Search:

IDame	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign
#569 (IMO Vessel 'FATVessel04')		FATVessel04	IMO9999963	VESS04
#572 (IMO Vessel 'FATVessel07')		FATVessel07	IMO9999957	VESS07
#581 (IMO Vessel 'FATVessel12')		FATVessel12	IMO9999981	VESS12
#596 (IMO Vessel 'FATVessel137')		FATVessel137	IMO9999960	VESS137
#601 (IMO Vessel 'FATVessel142')		FATVessel142	IMO9999959	VESS142
#611 (IMO Vessel 'FATVessel153')		FATVessel153	IMO9999935	VESS153
#615 (IMO Vessel 'FATVessel163')		FATVessel163	IMO9999947	VESS163
#621 (IMO Vessel 'FATVessel169')		FATVessel169	IMO9999952	VESS169
#625 (IMO Vessel 'FATVessel173')		FATVessel173	IMO9999951	VESS173
#629 (IMO Vessel 'FATVessel18')		FATVessel18	IMO9999977	VESS18
#637 (IMO Vessel 'FATVessel71')		FATVessel71	IMO9999930	VESS71
#654 (Non-IMO Vessel 'FATVessel01')		FATVessel01		VESS01
#669 (Non-IMO Vessel 'FATVessel158')		FATVessel158		VESS158
#682 (Non-IMO Vessel 'FATVessel36')		FATVessel36		VESS36
#688 (Non-IMO Vessel 'FATVessel43')		FATVessel43		VESS43
#690 (Non-IMO Vessel 'FATVessel45')		FATVessel45		VESS45

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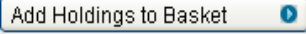
Select none OK

8. Select  **Holdings** to view products currently held by the vessel. The vessel holdings are selectable by product type using the drop down menu.

Select Product Type...

Product Type: AVCS Products

Show pricing for: 12 months

9. If you need to convert all of your holdings to a full licence then select  and this will add all your holdings to your basket.
If you only need to convert some of your holdings from a trial licence to a full licence then you will need to scroll through your list of holdings and add each product individually.

10. If you need to add more products then select  **Catalogue** to return to the catalogue page where you can add more products by selecting them, adding the product to your basket.

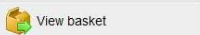
Product Management > Catalogue




Select a Licence...
Select Licence: #567 (IMO Vessel 'FATVessel02-MERGE2')

Select Product Type...
Product Type: AVCS Products
Show pricing for: 12 months

Manage Basket Functions...
Export all Holdings
Add Holdings to Basket
Import Analog Holdings

Basket Functions...
3 items in basket
Clear Load Save
Import Export
ADC Import

 View basket

 Catalogue  Holdings  Basket

Search:

	Name	Title	Type	SAP IPN	Guide Price	Guide Wholesale	Expiry Date
<input type="checkbox"/>	CA4023	Northumberland Strait	Unit	215993	\$28.00	\$18.20	
<input type="checkbox"/>	CA4652	Humber Arm Meadows Point Humber R	Unit	216067	\$28.00	\$18.20	
<input type="checkbox"/>	CA4909	Northumberland Strait	Unit	216090	\$28.00	\$18.20	
<input checked="" type="checkbox"/>	GB300107	Approaches To The River Humber	Unit	500111	\$4.70	\$3.05	
<input checked="" type="checkbox"/>	GB40344B	Immingham to Humber Bridge	Unit	218221	\$4.70	\$3.05	
<input checked="" type="checkbox"/>	GB40344E	Humber Bridge to Goole	Unit	218222	\$4.70	\$3.05	
<input type="checkbox"/>	GB40346A	Approaches to the River Humber	Unit	218219	\$4.70	\$3.05	
<input type="checkbox"/>	GB53496A	River Humber - Hull Docks	Unit	500522	\$4.70	\$3.05	
<input type="checkbox"/>	GB53496C	River Humber - Immingham	Unit	500523	\$7.70	\$5.01	
<input type="checkbox"/>	P9020	Humber Trent and Ouse	Port Folio	231558	\$38.00	\$23.40	

11. When you have finished adding products to your basket select  **View basket**

12. 'Order Options' page appears

Product Management > Catalogue Order Options

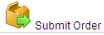
Licence(s): #756 (Non-IMO Vessel 'UATVessel205')

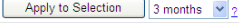
Total order price: USD: 0.00

Purchase Order Number (optional):

☐ Convert AVCS Licence to Full

This order will be processed normally

 Submit Order

 Apply to Selection 3 months

Order content

Type	ID	Title	Quantity	Period	Guide Price	Guide Wholesale
AVCS Products						
		Add orders are not allowed for the concessional licence				
		Add orders are not allowed for the concessional licence				

13. Tick the box 'Convert AVCS Licence to Full' or 'Convert ARCS Licence to Full', you cannot add more products to a trial licence without converting to a full licence.

Product Management > Catalogue Order Options

Licence(s): #756 (Non-IMO Vessel 'UATVessel205')
 Total order price: USD: 36.50
 Purchase Order Number (optional):
☒ Convert AVCS Licence to Full
 AVCS licence will be converted to full

AVCS Expiry Date: 06.2011
 ARCS Expiry Date: -

3 months 2

Order content							
Type	<input type="checkbox"/>	ID	Title	Quantity	Period	Guide Price	Guide Wholesale
AVCSCharts	<input type="checkbox"/>	AR301150	Bahia Samborombon		12 months	\$21.90	\$14.24
	<input type="checkbox"/>	AR401590	Samborombon Fondeadero Banco		12 months	\$14.60	\$9.49

14. Change 'Period' of products if required

15. Click on 'Submit Order' icon to complete your order



16. Your order has now been sent to your distributor for approval

12. You are then redirected to the orders page where you can monitor the status of your order. See section [Monitor Progress of an order](#)

Holdings Management

Creating Paper Holdings files in Fleet Manager

As a Shipping Company user you may be required to produce paper chart holdings files for vessels. This will then be updated to a vessels planning station to show the paper holdings on board. This file will ideally include the following paper products:

- Paper Charts
- Admiralty Lists of Lights
- Admiralty List of Radio Signals
- Sailing Directions
- Tide Tables
- Miscellaneous Publications

There are two methods available to create this file; both of these are explained below:

- Manually key in vessel's paper holdings file
- Use excel to create the paper holdings file

Manually Key in a Vessel's Paper Holdings

- To manually key in all paper products, first ensure the end user / vessel's licence record has those products ticked in the licence record (Licence Management > Licenses > Select licence):

The screenshot displays the 'e-NAVIGATOR' web interface with the 'Licence Management' tab selected. The 'Physical Publications' section is highlighted with a red box, showing the following options:

- ☒ Paper
- ☒ ALL
- ☒ ALRS
- ☒ Sailing Directions
- ☒ Tide Tables
- ☐ Miscellaneous

Other visible sections include:

- ADS Response:** Includes 'Include new charts: ☐ AIO ☒
- ARCS Enabled:** ☐ Full
- Sap Number:**
- Licence Expiry Date:**
- Number of Licence Users:**
- Weekly Update:** Catalogue: ☐ Permit ☐ Update ☐ New Charts ☐
- Weather Enabled:** ☐
- ADP Publications:** ADP Enabled: ☒ Startup key: ☒ ADLL ☒ ADRS ☒ Total Tide
- AVCS Permits:** Total number of user permits: 1. Table with columns: Edit, delete, Name, Permit. Row: Master, 0F8DDEEBBEFCA3C8419E4AAE3132.

2. Go to **Product Management > Catalogue**

Product Management > Catalogue

Select a Licence...
Select Licence
#596 (IMO Vessel 'FATVessel137')

Select Product Type...
Product Type: Paper Charts

Manage Basket Functions...
Export all Holdings 2
Add Holdings to Basket 2
Import Analog Holdings 2

Basket Functions...
64 items in basket
Clear 2 Load 2 Save 2
Import 2 Export 2
ADC Import 2

Edit Holdings

☒ Catalogue
☐ Holdings
☐ Basket
Search:

	Item	Title	SAP IPH	Guide Price	Guide Wholesale	Edition	Expiry Date
<input type="checkbox"/>	100	Raas Casey to Suqatra	10070	£21.35	£13.88	1994-05-06	
<input type="checkbox"/>	1000	Approaches to Dakar Baie de Goree	10699	£21.35	£13.88	2009-03-05	
<input type="checkbox"/>	1001	Dakar Port And Roadstead	10700	£21.35	£13.88	2009-03-05	
<input type="checkbox"/>	1002	Diego Suarez Bay to Adranosombi Bay	10701	£21.35	£13.88	1912-11-27	
<input type="checkbox"/>	1003	Approaches to Porto da Beira	10702	£21.35	£13.88	2004-01-15	
<input type="checkbox"/>	1004	Canakkale Bogazi (The Dardanelles) to Marmara Adasi	10703	£21.35	£13.88	1994-07-01	
<input type="checkbox"/>	1005	Marmara Adasi to Istanbul Bogazi (The Bosphorus)	10704	£21.35	£13.88	2010-09-30	
<input type="checkbox"/>	1006	Ports in Marmara Denizi	10705	£21.35	£13.88	2010-09-30	
<input type="checkbox"/>	1011	Addoo Atoll to North Huvadhoo Atoll	10706	£21.35	£13.88	1992-08-28	
<input type="checkbox"/>	1012	North Huvadhoo Atoll to Mulaku Atoll	10707	£21.35	£13.88	1992-08-28	
<input type="checkbox"/>	1013	Mulaku Atoll to South Maalhosmadulu Atoll	10708	£21.35	£13.88	1993-02-19	
<input type="checkbox"/>	1014	South Maalhosmadulu Atoll to Inavandhippohu Atoll	10709	£21.35	£13.88	1993-02-19	
<input type="checkbox"/>	1015	Southern Approaches to Istanbul Bogazi	15233	£21.35	£13.88	2008-10-30	
<input type="checkbox"/>	1016	Song Sai Gon	10710	£21.35	£13.88	2010-07-01	
<input type="checkbox"/>	1017	Golfo de California	14407	£21.35	£13.88	2009-03-26	
<input type="checkbox"/>	1018	Approaches to Stretto di Messina	10711	£21.35	£13.88	2010-02-11	
<input type="checkbox"/>	1019	Gioia Tauro	10712	£21.35	£13.88	2010-05-13	
<input type="checkbox"/>	102	Plans in the Central Pacific	10071	£21.35	£13.88	1964-02-21	

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3. Select the vessel you require by going to **Select Licence** and selecting the licence from the pop up menu.

Choose Licenses please

Search:

Item	Fleet Manager	Vessel Item	Vessel IMO	Vessel Call Sign
#569 (IMO Vessel 'FATVessel04')		FATVessel04	IMO9999963	VESS04
#572 (IMO Vessel 'FATVessel07')		FATVessel07	IMO9999957	VESS07
#581 (IMO Vessel 'FATVessel12')		FATVessel12	IMO9999981	VESS12
#596 (IMO Vessel 'FATVessel137')		FATVessel137	IMO9999960	VESS137
#601 (IMO Vessel 'FATVessel142')		FATVessel142	IMO9999959	VESS142
#611 (IMO Vessel 'FATVessel153')		FATVessel153	IMO9999935	VESS153
#615 (IMO Vessel 'FATVessel163')		FATVessel163	IMO9999947	VESS163
#621 (IMO Vessel 'FATVessel169')		FATVessel169	IMO9999952	VESS169
#625 (IMO Vessel 'FATVessel173')		FATVessel173	IMO9999951	VESS173
#629 (IMO Vessel 'FATVessel18')		FATVessel18	IMO9999977	VESS18
#637 (IMO Vessel 'FATVessel71')		FATVessel71	IMO9999930	VESS71
#654 (Non-IMO Vessel 'FATVessel01')		FATVessel01		VESS01
#669 (Non-IMO Vessel 'FATVessel158')		FATVessel158		VESS158
#682 (Non-IMO Vessel 'FATVessel36')		FATVessel36		VESS36
#688 (Non-IMO Vessel 'FATVessel43')		FATVessel43		VESS43
#690 (Non-IMO Vessel 'FATVessel45')		FATVessel45		VESS45

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Select none OK


4. Select the paper product type you require from the drop down box.

Select Product Type...

Product Type: Paper Charts

Paper product types selectable include:-

- Paper Charts
- Admiralty List of Lights (ALL)
- Admiralty List of Radio Signals (ALRS)
- All Sailing Directions Volumes
- Tide Tables
- Miscellaneous Publications

5. Select  Edit Holdings

6. The Edit Holdings screen will appear. Select the paper products you hold by selecting the relevant lines.

Edit Holdings

Select/unselect products to update holdings (3 selected)					
	Name	Title	Guide Price	Guide Wholesale	Expiry Date
<input type="checkbox"/>	100	Rass Casey to Suqutra	£21.35	£13.88	
<input checked="" type="checkbox"/>	1000	Approaches to Dakar Baie de Goree	£21.35	£13.88	
<input checked="" type="checkbox"/>	1001	Dakar Port And Roadstead	£21.35	£13.88	
<input type="checkbox"/>	1002	Diego Suarez Bay to Adranooombi Bay	£21.35	£13.88	
<input checked="" type="checkbox"/>	1003	Approaches to Porto da Beira	£21.35	£13.88	
<input type="checkbox"/>	1004	Canakkale Bogazi (The Dardanelles) to Marmara Adasi	£21.35	£13.88	
<input type="checkbox"/>	1005	Marmara Adasi to Istanbul Bogazi (The Bosphorus)	£21.35	£13.88	
<input type="checkbox"/>	1006	Ports in Marmara Denizi	£21.35	£13.88	
<input type="checkbox"/>	1011	Addoo Atoll to North Huvadhoo Atoll	£21.35	£13.88	
<input type="checkbox"/>	1012	North Huvadhoo Atoll to Mulaku Atoll	£21.35	£13.88	
<input type="checkbox"/>	1013	Mulaku Atoll to South Maalhosmadulu Atoll	£21.35	£13.88	
<input type="checkbox"/>	1014	South Maalhosmadulu Atoll to Ihavandhippolhu Atoll	£21.35	£13.88	
<input type="checkbox"/>	1015	Southern Approaches to Istanbul Bogazi	£21.35	£13.88	
<input type="checkbox"/>	1016	Song Sai Gon	£21.35	£13.88	
<input type="checkbox"/>	1017	Golfo de California	£21.35	£13.88	
<input type="checkbox"/>	1018	Approaches to Stretto di Messina	£21.35	£13.88	
<input type="checkbox"/>	1019	Gioia Tauro	£21.35	£13.88	
<input type="checkbox"/>	102	Plans in the Central Pacific	£21.35	£13.88	
<input type="checkbox"/>	1020	Punta Morro de Puercos to Isla Del Cano and Isla Del Coco	£21.35	£13.88	
<input type="checkbox"/>	1021	Isla Del Cano to Cabo Santa Elena	£21.35	£13.88	

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7. Select the tick icon in the bottom left corner of the screen to confirm the changes.



8. An Apply Changes pop up will appear, select Ok.



9. The changes have now been applied. You will be asked if you would like to return to the Catalogue.



10. Repeat this process for other paper products which the vessel holds. i.e. ALRS, ALL, Sailing Directions etc.

II. When complete select the 'Export all Holdings Button'

Product Management > Catalogue

Select a Licence...
Select Licence
#596 (IMO Vessel
"FATVessel137")

Select Product Type...
Product Type: Paper Charts

Manage Basket Functions...
Export all Holdings 2
Add Holdings to Basket 2
Import Analog Holdings 2

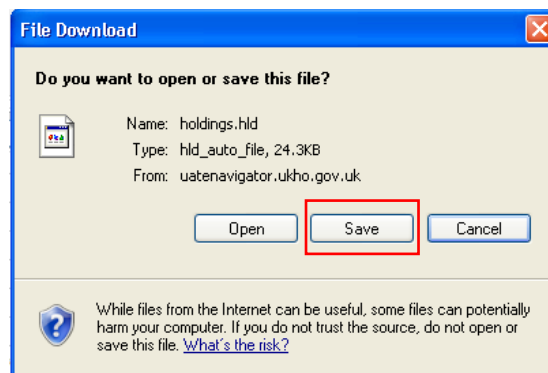
Basket Functions...
64 Items in basket
Clear 2 Load 2 Save 2
Import 2 Export 2
ADC Import 2

Edit Holdings

☒ Catalogue
☐ Holdings
☐ Basket
Search:

	Name	Title	SAP IPI	Guide Price	Guide Wholesale	Edition	Expiry Date
<input type="checkbox"/>	100	Reas Casey to Suqutra	10070	£21.35	£13.88	1994-05-06	
<input type="checkbox"/>	1000	Approaches to Dakar Baie de Goree	10699	£21.35	£13.88	2009-03-05	
<input type="checkbox"/>	1001	Dakar Port And Roadstead	10700	£21.35	£13.88	2009-03-05	
<input type="checkbox"/>	1002	Diego Suarez Bay to Adranosombi Bay	10701	£21.35	£13.88	1912-11-27	
<input type="checkbox"/>	1003	Approaches to Porto da Beira	10702	£21.35	£13.88	2004-01-15	
<input type="checkbox"/>	1004	Canakkale Bogazi (The Dardanelles) to Marmara Adasi	10703	£21.35	£13.88	1994-07-01	
<input type="checkbox"/>	1005	Marmara Adasi to Istanbul Bogazi (The Bosphorus)	10704	£21.35	£13.88	2010-09-30	
<input type="checkbox"/>	1006	Ports in Marmara Denizi	10705	£21.35	£13.88	2010-09-30	
<input type="checkbox"/>	1011	Addoo Atoll to North Huvadhoo Atoll	10706	£21.35	£13.88	1992-08-28	
<input type="checkbox"/>	1012	North Huvadhoo Atoll to Mulaku Atoll	10707	£21.35	£13.88	1992-08-28	
<input type="checkbox"/>	1013	Mulaku Atoll to South Maalhosmadulu Atoll	10708	£21.35	£13.88	1993-02-19	
<input type="checkbox"/>	1014	South Maalhosmadulu Atoll to Ihavandhippolhu Atoll	10709	£21.35	£13.88	1993-02-19	
<input type="checkbox"/>	1015	Southern Approaches to Istanbul Bogazi	15233	£21.35	£13.88	2008-10-30	
<input type="checkbox"/>	1016	Song Sai Gon	10710	£21.35	£13.88	2010-07-01	
<input type="checkbox"/>	1017	Golfo de California	14407	£21.35	£13.88	2009-03-26	
<input type="checkbox"/>	1018	Approaches to Stretto di Messina	10711	£21.35	£13.88	2010-02-11	
<input type="checkbox"/>	1019	Gioia Tauro	10712	£21.35	£13.88	2010-05-13	
<input type="checkbox"/>	102	Plans in the Central Pacific	10071	£21.35	£13.88	1964-02-21	

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12. Save the holdings file. All holdings are saved as a .hld file. Although digital charts are saved in this file, only paper holdings will be uploaded into Planning Station.

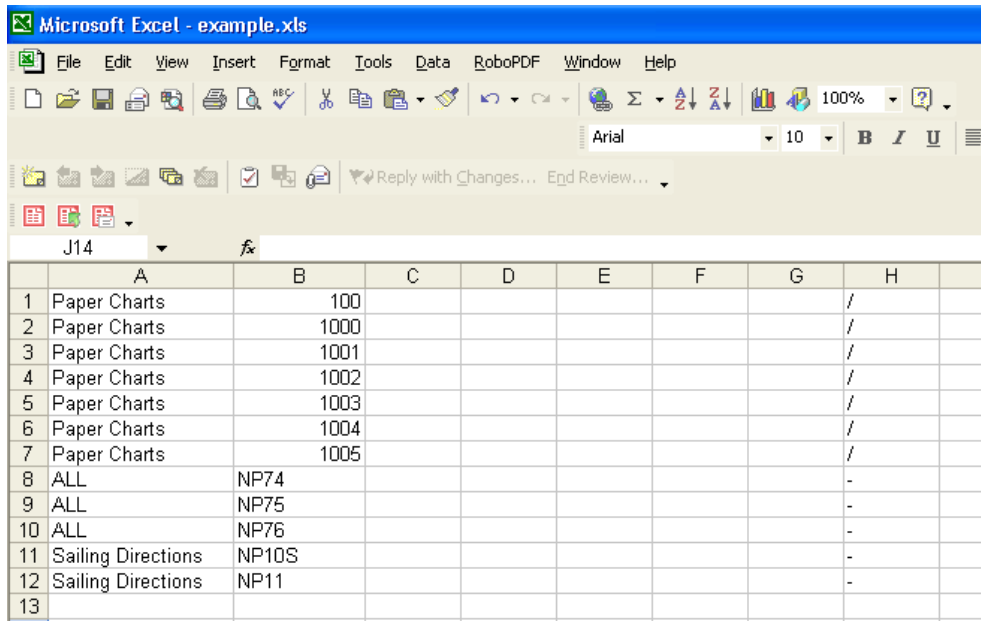
demov02.hld - Notepad

File	Edit	Format	View	Help
ARCS Charts	3635	-	-	-
ARCS Charts	3635x	-	-	-
ARCS Charts	3636	-	-	-
ARCS Charts	3636x	-	-	-
ARCS Charts	3638	-	-	-
ARCS Charts	3640	-	-	-
ARCS Charts	3641	-	-	-
ARCS Charts	3653	-	-	-
ARCS Charts	3654	-	-	-
ARCS Charts	3655	-	-	-
ARCS Charts	3656	-	-	-
ARCS Charts	3659	-	-	-
ARCS Charts	3672	-	-	-
ARCS Charts	3673	-	-	-
ARCS Charts	3683	-	-	-
ARCS Charts	3741	-	-	-
ARCS Charts	3750	-	-	-
ARCS Charts	3764	-	-	-
ARCS Charts	3766	-	-	-
ARCS Charts	3767	-	-	-
ARCS Charts	4000	-	-	-
ARCS Charts	4140	-	-	-
Paper Charts	100	-	-	-
Paper Charts	1000	-	-	-
Paper Charts	1001	-	-	-
Paper Charts	1002	-	-	-
Paper Charts	1003	-	-	-
Paper Charts	1004	-	-	-
Paper Charts	1005	-	-	-
ALL	NP74	-	-	-
ALL	NP75	-	-	-
ALL	NP76	-	-	-
Sailing Directions	NP105	-	-	-
Sailing Directions	NP11	-	-	-

13. This file can be saved onto removable media and passed to the vessel for upload into Planning Station or sent via email.

Using Excel to create the Paper Holdings File

I. Using Excel create a list of products



The screenshot shows a Microsoft Excel window titled 'example.xls'. The spreadsheet has columns A through I. Column A lists product types, and Column B lists product IDs. Column H contains forward slashes (/) for 'Paper Charts' and hyphens (-) for 'ALL' and 'Sailing Directions'.

	A	B	C	D	E	F	G	H	I
1	Paper Charts	100						/	
2	Paper Charts	1000						/	
3	Paper Charts	1001						/	
4	Paper Charts	1002						/	
5	Paper Charts	1003						/	
6	Paper Charts	1004						/	
7	Paper Charts	1005						/	
8	ALL	NP74						-	
9	ALL	NP75						-	
10	ALL	NP76						-	
11	Sailing Directions	NP10S						-	
12	Sailing Directions	NP11						-	
13									

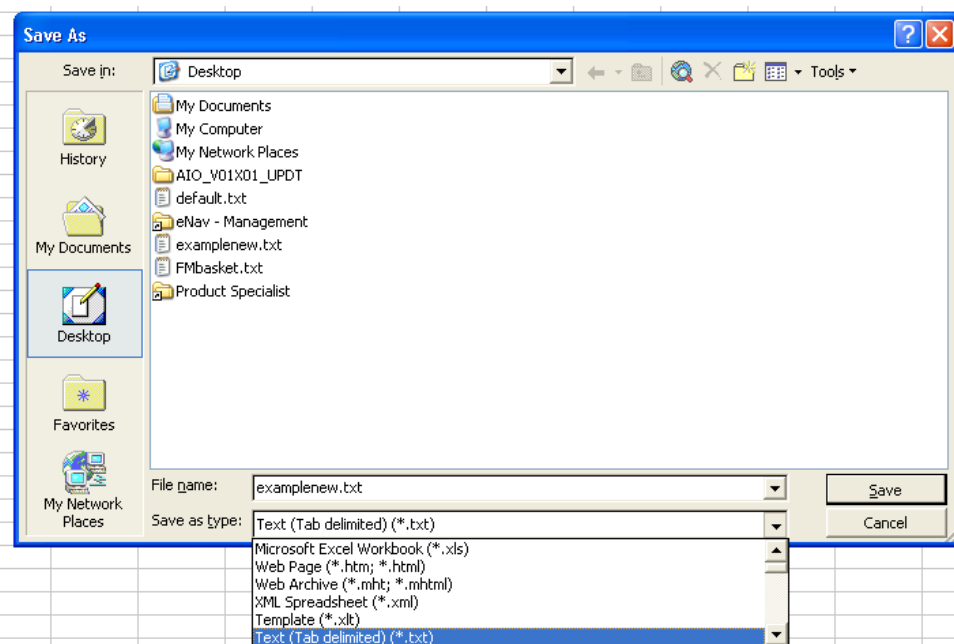
Column A must list the product type as per Fleet Manager as below:

- Paper Charts
- ALL
- ALRS
- Sailing Directions
- Tide Tables
- Misc Publications

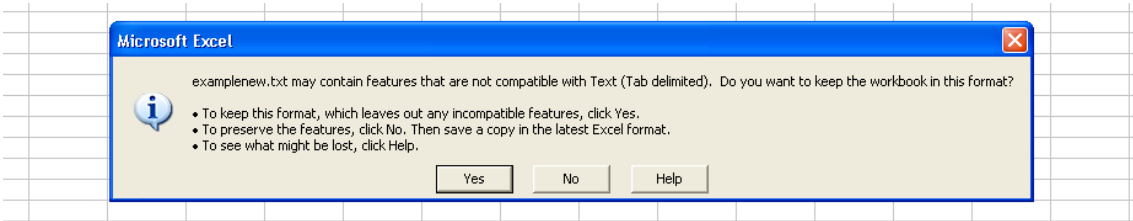
Column B must be the product ID

Column H must include a forward slash(/) for paper charts and a hyphen (-) for other paper products.

- If you are exporting paper holdings details from chart management software to excel, please check to ensure there are no duplicate entries. You can do this by following the steps in Annex A
- Save the file as a Text (tab delimited) file



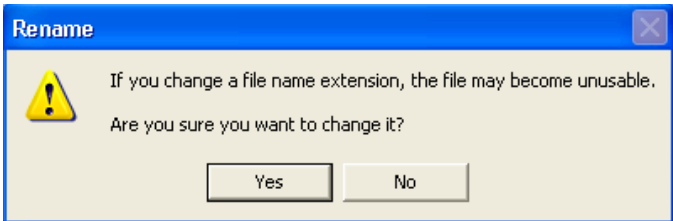
A warning message will display, click yes



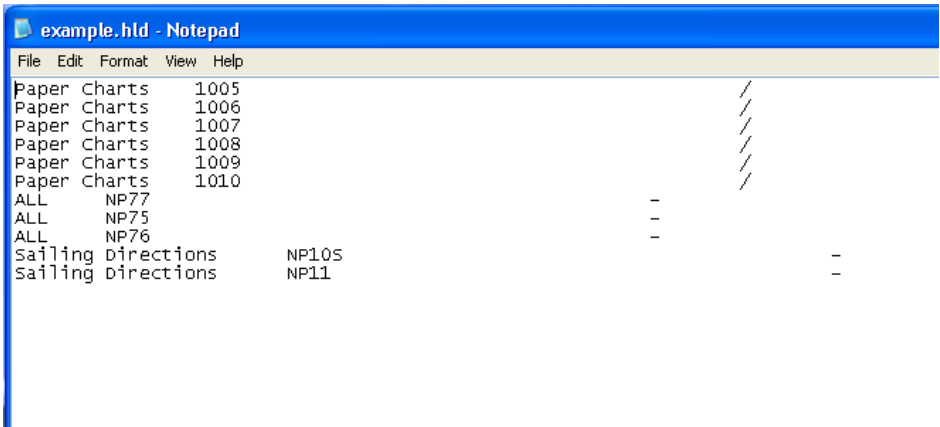
4. The .txt file needs renaming to a .hld file



A warning message pops up asking if you are sure you want to change the extension, click Yes.



5. The holdings file now looks like the below



6. Log into Fleet Manager, navigate to the vessel's end user licence record, check the correct physical publications are ticked.

e-Navigator **ADMIRALTY**

Home User Management Licence Management Product Management Support Welcome American Shipping [Logout]

ADS Response: [2](#)
 Include new charts: ☐ AIO: ☒
[List of the ECDIS equipment that supports the display of the AIO](#)

ARCS Enabled: ☐ Full
 Sap Number:
 Licence Expiry Date:
 Number of Licence Users:

Weekly Update: [2](#)
 Catalogue: ☐ Permit ☐ Update: ☐ New Charts: ☐
 ADS Response: [2](#)
 Include new charts: ☐

Weather Enabled: [2](#) ☐

Physical Publications:

☒ Paper ☒ ALL ☒ ALRS ☒ Sailing Directions ☒ Tide Tables ☐ Miscellaneous

ADP Publications:

ADP Enabled: ☒
 Startup key:
☒ ADLL ☒ ADRS ☒ Total Tide
 Expiry Date:

AVCS Permits

Total number of user permits: 1

	Name	Permit
Edit delete	Master	0F8DDEEBEFC3C8419E4AAE3132

☐ Send Planning Station Permits [2](#)
 User Permit:

7. Go to the Catalogue > Select Licence > click on Import Analogue Holdings.

Product Management > Catalogue

Select a Licence...
 [2](#)
 #572 (IMO Vessel 'FATVessel07')

Select Product Type...
 Product Type: ALL

Manage Basket Functions...
 [2](#)
 [2](#)
 [2](#)

Basket Functions...
 Your basket is empty
 [2](#) [2](#) [2](#)
 [2](#) [2](#)
 [2](#)

☒ Catalogue ☐ Holdings ☐ Basket Search:

	Name	Title	SAP IPH	Guide Price	Guide Wholesale	Edition	Expiry Date
<input type="checkbox"/>	NP74	British Isles and North Coast of France	1074	£27.40	£17.81	2011-03-24	
<input type="checkbox"/>	NP75	Southern and Eastern Sides of the North Sea	1093	£27.40	£17.81	2011-05-05	
<input type="checkbox"/>	NP76	Baltic Sea including Kattegat Belts and Sound	1094	£27.40	£17.81	2011-06-09	
<input type="checkbox"/>	NP77	Eastern Atlantic Ocean Western Indian Ocean and Arabian Sea	1095	£27.40	£17.81	2010-07-22	
<input type="checkbox"/>	NP78	Mediterranean Black and Red Seas	1097	£27.40	£17.81	2010-08-26	
<input type="checkbox"/>	NP79	North East Indian Ocean South China and Eastern Archipelagic Seas (North of the Equator) and Western parts of Philippine East China and Yellow Seas	1098	£27.40	£17.81	2010-09-23	
<input type="checkbox"/>	NP80	Western side of South Atlantic Ocean and East Pacific Ocean	1099	£27.40	£17.81	2010-11-18	
<input type="checkbox"/>	NP81	Northern and Eastern coasts of Canada	1101	£27.40	£17.81	2010-12-16	
<input type="checkbox"/>	NP82	Western side of the North Atlantic Ocean	1102	£27.40	£17.81	2011-01-13	
<input type="checkbox"/>	NP83	Indian and Pacific Oceans south of the Equator	1103	£27.40	£17.81	2011-02-24	
<input type="checkbox"/>	NP84	Northern Seas	1105	£27.40	£17.81	2011-03-17	
<input checked="" type="checkbox"/>	NP85	Western side of North Pacific Ocean	1798	£27.40	£17.81	2010-10-28	31.12.9999

8. Browse for the .hld file and click on the Upload button.



9. On first glance it does not appear that the holdings have been uploaded i.e. no green circles next to the products in the status column.

Product Management > Catalogue

Select a Licence...
Select Licence
#572 (IMO Vessel
'FATVessel07')

Select Product Type...
Product Type: ALL

Manage Basket Functions...
Export all Holdings 2
Add Holdings to Basket 2
Import Analog Holdings 2

Basket Functions...
Your basket is empty
Clear Load 2 Save 2
Import 2 Export 2
ADC Import 2

Edit Holdings

Catalogue Holdings Basket Search:

	Name	Title	SAP IPI	Guide Price	Guide Wholesale	Edition	Expiry Date
<input type="checkbox"/>	NP74	British Isles and North Coast of France	1074	£27.40	£17.81	2011-03-24	
<input type="checkbox"/>	NP75	Southern and Eastern Sides of the North Sea	1093	£27.40	£17.81	2011-05-05	
<input type="checkbox"/>	NP76	Baltic Sea including Kattegat Belts and Sound	1094	£27.40	£17.81	2011-06-09	
<input type="checkbox"/>	NP77	Eastern Atlantic Ocean Western Indian Ocean and Arabian Sea	1095	£27.40	£17.81	2010-07-22	
<input type="checkbox"/>	NP78	Mediterranean Black and Red Seas	1097	£27.40	£17.81	2010-08-26	
<input type="checkbox"/>	NP79	North East Indian Ocean South China and Eastern Archipelagic Seas (North of the Equator) and Western parts of Philippine East China and Yellow Seas	1098	£27.40	£17.81	2010-09-23	
<input type="checkbox"/>	NP80	Western side of South Atlantic Ocean and East Pacific Ocean	1099	£27.40	£17.81	2010-11-18	
<input type="checkbox"/>	NP81	Northern and Eastern coasts of Canada	1101	£27.40	£17.81	2010-12-16	
<input type="checkbox"/>	NP82	Western side of the North Atlantic Ocean	1102	£27.40	£17.81	2011-01-13	

10. Click on 'Select Licence' and reselect your vessel and these holdings you have imported will appear. If they do not appear there may have been a problem with the import process, please ensure there are no duplicate entries in the excel file and retry.

NB: There is currently no pop up box to say whether the import has been successful or failed.

II. Check other holdings have been uploaded by changing the product type:

Product Management > Catalogue

Select a Licence...
Select Licence
#572 (IMO Vessel 'FATVessel07')

Select Product Type...
Product Type: ALL
AVCS Products
ARCS Products
ADLL
ADRS6
Total Tide
Paper Charts
ALRS
Sailing Directions
Tide Tables
Misc Publications

Manage Basket Functions...
Export all Holdings 2
Add Holdings to Basket 2
Import Analog Holdings 2

Basket Functions...
Your basket is empty
Clear 2 Load 2 Save 2
Import 2 Export 2
ADC Import 2

Edit Holdings

Catalogue Holdings Basket Search

	Name	Title	SAP IPN	Guide Price	Guide Wholesale	Edition	Expiry Date
<input type="checkbox"/>	NP82	Western side of the North Atlantic Ocean	1102	£27.40	£17.81	2011-01-13	
<input type="checkbox"/>	NP80	Western side of South Atlantic Ocean and East Pacific Ocean	1099	£27.40	£17.81	2010-11-18	
<input checked="" type="checkbox"/>	NP85	Western side of North Pacific Ocean	1798	£27.40	£17.81	2010-10-28	31.12.9999
<input type="checkbox"/>	NP75	Southern and Eastern Sides of the North Sea	1093	£27.40	£17.81	2011-05-05	
<input type="checkbox"/>	NP84	Northern Seas	1105	£27.40	£17.81	2011-03-17	
<input type="checkbox"/>	NP81	Northern and Eastern coasts of Canada	1101	£27.40	£17.81	2010-12-18	

12. When finished select the **Export all Holdings** button

e-NAVIGATOR ADMIRALTY

Home User Management Licence Management Product Management Support Welcome American Shipping [Logout]

Product Management > Catalogue

Select a Licence...
Select Licence
#5504 (IMO Vessel 'Anglian Surveyors')

Select Product Type...
Product Type: Paper Charts

Manage Basket Functions...
Export all Holdings 2
Add Holdings to Basket 2
Import Analog Holdings 2

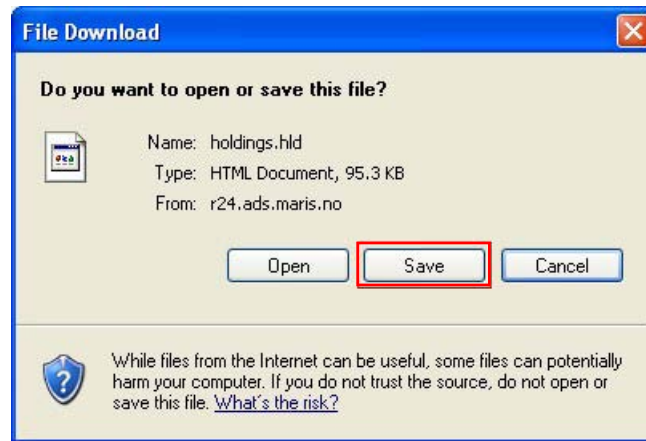
Basket Functions...
Your basket is empty
Clear 2 Load 2 Save 2
Import 2 Export 2
ADC Import 2

Edit Holdings

Catalogue Holdings Basket Search

	Name	Title	SAP IPN	Guide Price	Edition	Expiry Date
<input type="checkbox"/>	1123	Western Approaches to Saint George's Channel and Bristol Channel	10781	£21.35	2006-12-28	
<input type="checkbox"/>	1152	Bristol Channel Nash Point to Sand Point	10802	£21.35	2004-09-09	
<input type="checkbox"/>	1165	Bristol Channel Worms Head to Watchet	10811	£21.35	2006-01-26	
<input type="checkbox"/>	1178	Approaches to the Bristol Channel	15316	£21.35	2009-05-21	
<input type="checkbox"/>	1179	Bristol Channel	10821	£21.35	2004-11-25	
<input type="checkbox"/>	1859	Port of Bristol	11292	£21.35	2010-12-23	

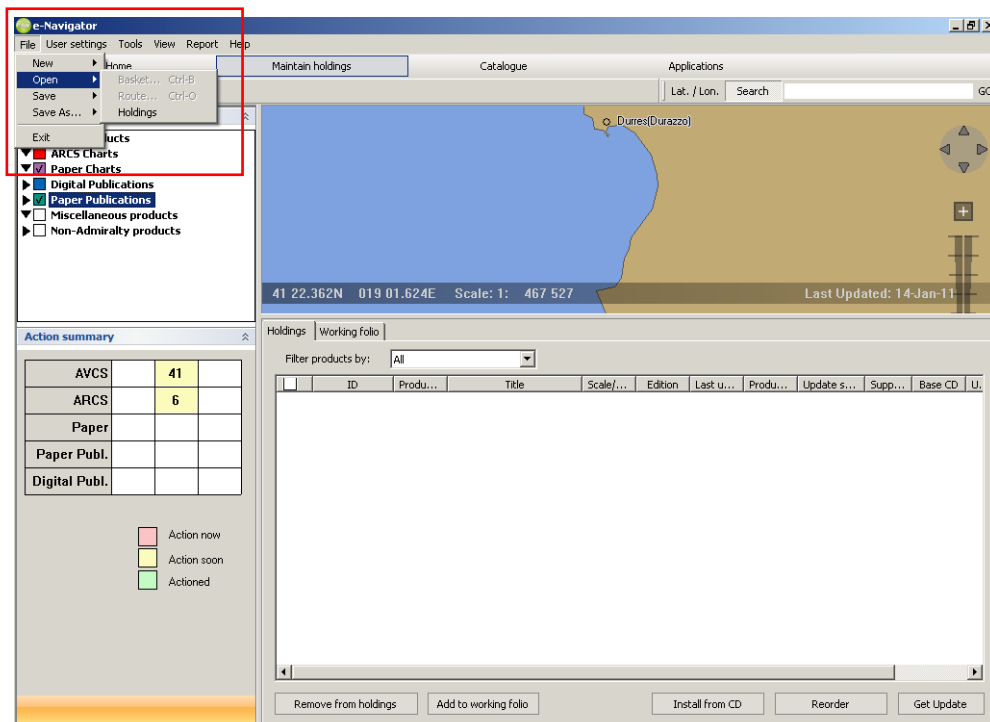
13. Save the holdings file. All holdings are saved as a .hld file. Although digital charts are saved in this file, only paper holdings will be uploaded into Planning Station.



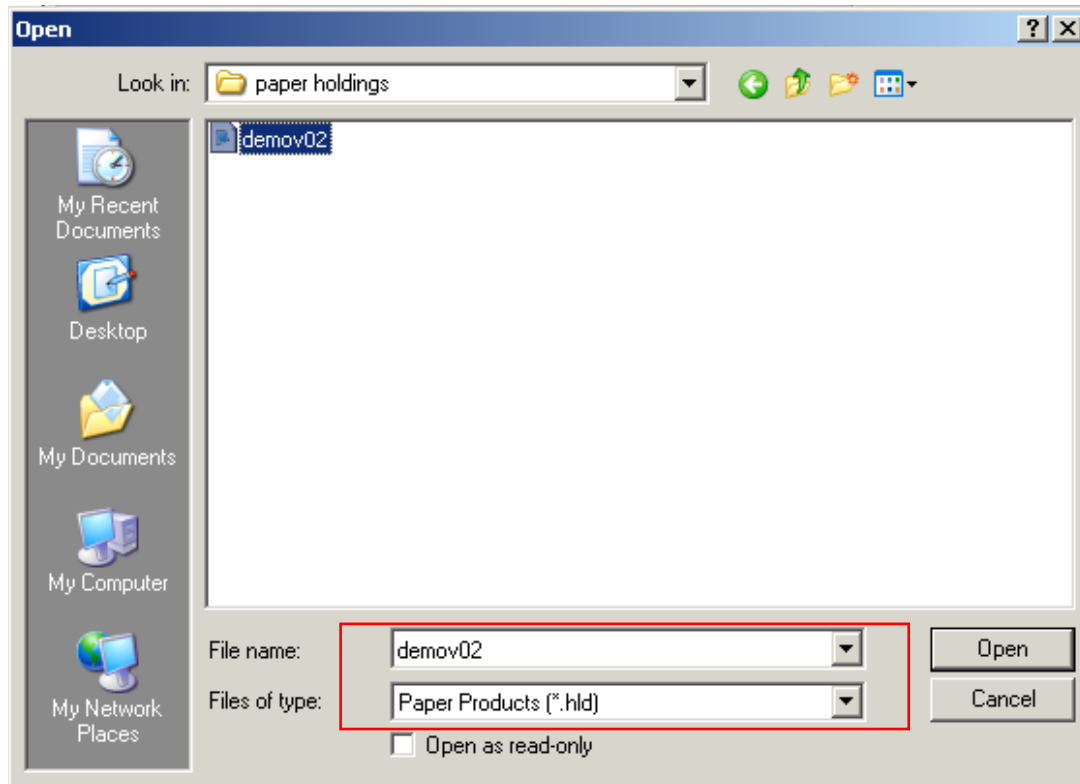
This file can be saved onto removable media and passed to the end user / vessel for upload into Planning Station.

How does the Vessel upload this file?

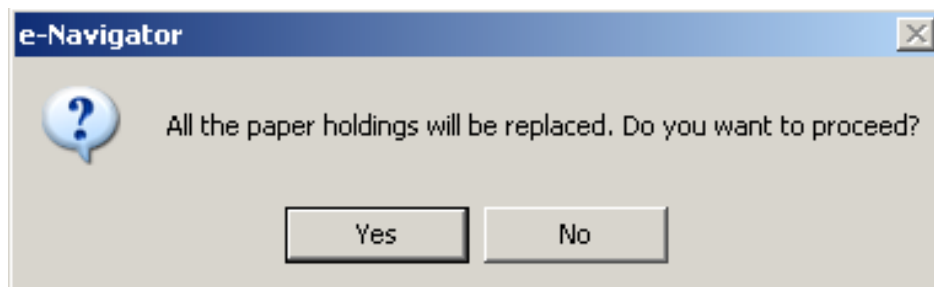
1. Vessel opens Planning Station and clicks on the Maintain holdings tab, Click on File > Open > Holdings



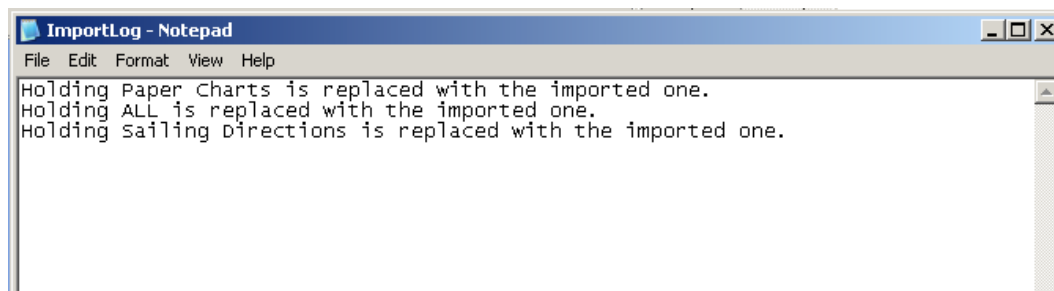
2. Change files of type to 'Paper Products (*.hld)' and find file, when selected Click 'Open'



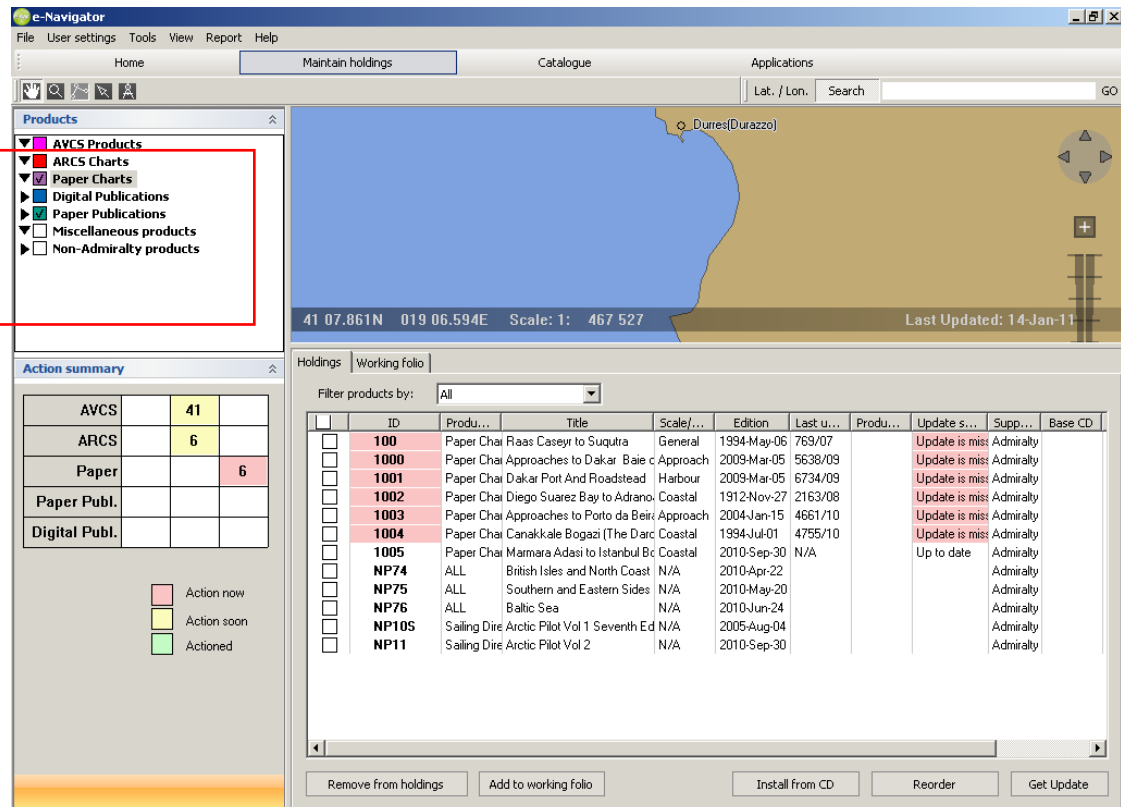
3. A pop up appears explaining that all paper holdings will be replaced, click 'Yes' to proceed.



4. A pop up details the imported items



5. Paper Holdings are now listed in the Maintain holdings screen, to view these the products types need to be ticked in the 'Products' list.



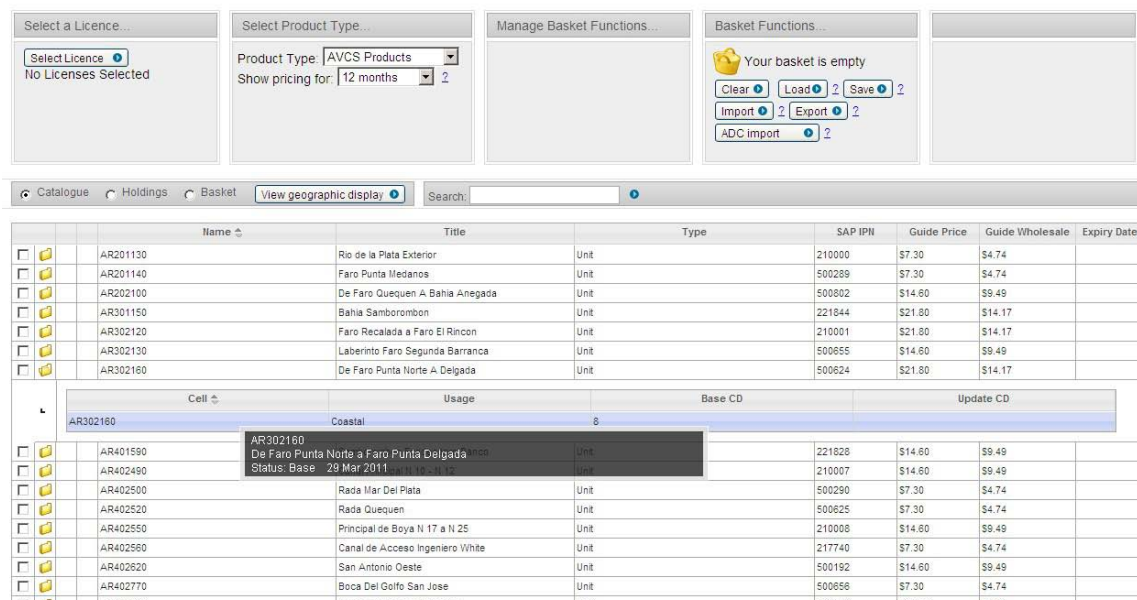
Viewing the published status of products

The published status of products can be viewed for all products contained within the UKHO catalogues. This published status of products is available in the Catalogue and View Holdings screens. The information on cancelled and withdrawn products and those replacing them as well as new products will be provided via e-Navigator both through Fleet Manager and Planning Station.

To view AVCS and ARCS product information:

1. Within the Catalogue or View Holdings screens.
2. Select the folder icon to the left of the Product Name.
3. The folder icon will expand or collapse additional unit information.
4. Let the cursor 'Roll-Over' the additional unit information.
5. A pop-up box will appear showing product information.

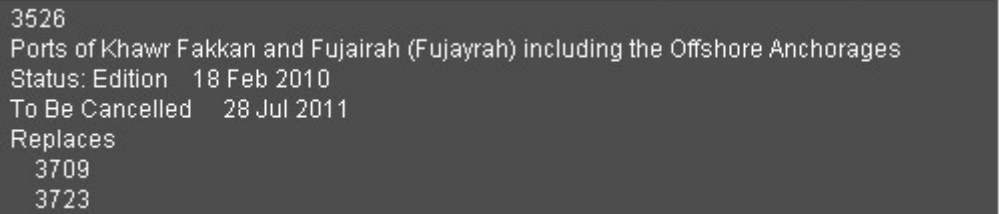
Product Management > Catalogue



For products which do not have a folder icon to expand or collapse additional information the user can 'Roll-Over' the Product Title to display the pop-up box of published status of products.

The information contained within the pop-up box will vary according to the product history. Cancelled and withdrawn products and those replacing them will be included as well as new products along with the publication date.

Below is an example of the type of content which may be included for a Paper Chart which will be cancelled.



3526
Ports of Khawr Fakkan and Fujairah (Fujayrah) including the Offshore Anchorages
Status: Edition 18 Feb 2010
To Be Cancelled 28 Jul 2011
Replaces
3709
3723

View Holdings from an End User Licence Record

1. Go to **Licence Management > Licenses**
2. Select the licence record for the vessel you require

Licence Management > Licenses

[Add Licence](#)

Search:

ID	Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company
30	#30 (Non-IMO Vessel 'Vessel01_rename')		Vessel01_rename		VESS01		ShipCo4.
34	#34 (Non-IMO Vessel 'Vessel05')		Vessel05		VESS05		ShipCo2.
36	#36 (IMO Vessel 'Vessel07')		Vessel07	IMO9002776	VESS07		ShipCo3.
39	#39 (Non-IMO Vessel 'Vessel10')		Vessel10		VESS10		ShipCo1.
42	#42 (IMO Vessel 'Vessel13')		Vessel13	IMO9400473	VESS13		ShipCo1.
44	#44 (Non-IMO Vessel 'VesselETE')		VesselETE		VESETE		ShipCo3.
46	#46 (Non-IMO Vessel 'QA10011')		QA10011		VQA10101		ShipCo1.

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3. Click on [View Holdings](#)

Licence Management > Licenses > Licence

IMO Vessel Licence: #569 [View Holdings](#)

Shipping Company: [ShipCo1](#) *

Distributor for Digital Products: [Distributor 1](#)

Distributor for Paper Products: [Distributor 1](#)

e-mail for updates:

☐ fatvessel04@ukhoads.co.uk

☒ Distributor ☐ Company Users

Fleet Manager:

4. List of holdings for that end user / vessel are now displayed by product type. To view the vessel holdings for a different product type, select the relevant product tab you require.

e-NAVIGATOR **ADMIRALTY**

Home User Management Licence Management Product Management Support Welcome American Shipping [Logout]

View Holdings

Licences Info

Licence: #5504 (IMO Vessel 'Anglian Surveyors')

AVCS Data available for 2011, 28 week

AVCS Permits **AVCS Updates**

For Week: 2011, 28 [download permits](#)

[AVCS Products](#)
[Paper Charts](#)
[ADLL](#)
[ADRS6](#)
[Total Tide](#)
[ALL](#)
[ALRS](#)
[Sailing Directions](#)
[Tide Tables](#)

Search:

Product Name	Title	Type	Expire Date
1123	Western Approaches to Saint George's Channel and Bristol Channel		
1152	Bristol Channel Nash Point to Sand Point		
1165	Bristol Channel Worms Head to Watchet		
1178	Approaches to the Bristol Channel		
1179	Bristol Channel		
1859	Port of Bristol		

View Holdings from the Catalogue page

1. Go to **Product Management > Catalogue**

2. Click on **Select Licence**

Product Management > Catalogue

Select a Licence...

No Licenses Selected

Select Product Type...
Product Type: AVCS Products
Show pricing for: 12 months 2

Manage Basket Functions...

Basket Functions...
Your basket is empty
 2 2
 2 2
 2

☒ Catalogue ☐ Holdings ☐ Basket

Search:

	Name	Title	Type	SAP IPI	Guide Price	Guide Wholesale	Expiry Date
<input type="checkbox"/>	AR201130	Rio de la Plata Exterior	Unit	210000	\$7.30	\$4.74	
<input type="checkbox"/>	AR201140	Faro Punta Medianos	Unit	500289	\$7.30	\$4.74	
<input type="checkbox"/>	AR301150	Bahia Samborombon	Unit	221844	\$21.80	\$14.17	
<input type="checkbox"/>	AR302120	Faro Recalada a Faro El Rincon	Unit	210001	\$21.80	\$14.17	
<input type="checkbox"/>	AR302130	Laberinto Faro Segunda Barranca	Unit	500655	\$14.60	\$9.49	
<input type="checkbox"/>	AR302160	De Faro Punta Norte A Delgada	Unit	500624	\$21.80	\$14.17	
<input type="checkbox"/>	AR401590	Samborombon Fondadero Banco	Unit	221828	\$14.60	\$9.49	
<input type="checkbox"/>	AR402490	Canal Principal N 10 - N 12	Unit	210007	\$14.60	\$9.49	
<input type="checkbox"/>	AR402500	Rada Mar Del Plata	Unit	500290	\$7.30	\$4.74	
<input type="checkbox"/>	AR402520	Rada Quequen	Unit	500625	\$7.30	\$4.74	
<input type="checkbox"/>	AR402550	Principal de Boya N 17 a N 25	Unit	210008	\$14.60	\$9.49	
<input type="checkbox"/>	AR402560	Canal de Acceso Ingeniero White	Unit	217740	\$7.30	\$4.74	
<input type="checkbox"/>	AR402620	San Antonio Oeste	Unit	500192	\$14.60	\$9.49	
<input type="checkbox"/>	AR402770	Boca Del Golfo San Jose	Unit	500656	\$7.30	\$4.74	
<input type="checkbox"/>	AR403560	Caletas Cordova Y Olivares	Unit	500681	\$14.60	\$9.49	
<input type="checkbox"/>	AR40357A	Rada Comodoro Rivadavia	Unit	500682	\$7.30	\$4.74	
<input type="checkbox"/>	AR420010	Canal Punta Indio de 2391 a 231	Unit	210006	\$14.60	\$9.49	
<input type="checkbox"/>	AR420020	Canal Punta Indio 230 a Km 207	Unit	210005	\$14.60	\$9.49	

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3. Double click on the required end user / vessel from the pop up window


Choose Licenses please

Search:

Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company
#30 (Non-IMO Vessel 'Vessel01_rename')		Vessel01_rename		VESS01		ShipCo4.
#34 (Non-IMO Vessel 'Vessel05')		Vessel05		VESS05		ShipCo2.
#36 (IMO Vessel 'Vessel07')		Vessel07	IMO9002776	VESS07		ShipCo3.
#39 (Non-IMO Vessel 'Vessel10')		Vessel10		VESS10		ShipCo1.
#42 (IMO Vessel 'Vessel13')		Vessel13	IMO9400473	VESS13		ShipCo1.
#44 (Non-IMO Vessel 'VesselETE')		VesselETE		VESETE		ShipCo3.
#46 (Non-IMO Vessel 'QA10011')		QA10011		VQA10101		ShipCo1.
#48 (Non-IMO Vessel 'FATV07')	P3CH0.2A	FATV07		VFATV07		ShipCo1.
#49 (Non-IMO Vessel 'FATV07')	P3CH0.2A	FATV07		VFATV07		ShipCo1.


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Notice the end user / vessel appears below the 'Select Licence' button:




Select Licence 
#30 (IMO Vessel 'Vessel 201')







4. Click on  Holdings to view the end user / vessels holdings

Product Management > Catalogue

Select a Licence...
Select Licence 
#30 (Non-IMO Vessel
'Vessel01_rename')

Select Product Type...
Product Type: AVCS Products
Show pricing for: 12 months



















Manage Basket Functions...
Export all Holdings  2
Add Holdings to Basket  2
Import Analog Holdings  2


Basket Functions...
Your basket is empty
Clear  Load  2 Save  2
Import  2 Export  2
ADC Import  2

Download catalogue

☐ Catalogue
☒ Holdings
☐ Basket

Search:

	Name	Title	Type	SAP IPN	Guide Price	Guide Wholesale	Expiry Date
	AR201130	Rio de la Plata Exterior	Unit	210000	\$7.30	\$4.75	30.04.2011
	AR302120	Faro Recalada a Faro El Rincon	Unit	210001	\$21.80	\$14.17	31.03.2011
	AR401590	Samborombon Fondeadero Banco	Unit	221828	\$14.60	\$9.49	30.06.2011
	AR402500	Rada Mar Del Plata	Unit	500290	\$7.30	\$4.75	31.07.2011
	AR402550	Principal de Boya N 17 a N 25	Unit	210008	\$14.60	\$9.49	30.06.2011
	AR402620	San Antonio Oeste	Unit	500192	\$14.60	\$9.49	31.05.2011
	AR4EM042	Canal Emilio Mitre Rio Parana	Unit	216172	\$21.80	\$14.17	31.03.2011
	AR602510	Puerto Mar del Plata	Unit	210011	\$21.80	\$14.17	30.06.2011
	ATLNE	Northeast Atlantic	Transit Folio	230009	\$478.00	\$310.70	30.06.2011
	AU160060	Brenner Seamounts Banzare Bank	Unit	219307	\$8.10	\$5.27	31.03.2011
	AU160150	Australia South East Approaches	Unit	219356	\$8.10	\$5.27	30.06.2011
	AU210150	Solomon I to Ward Hunt Strait	Unit	217743	\$8.10	\$5.27	31.03.2011
	AU303152	Masbet Island to Tabar Islands	Unit	220285	\$8.10	\$5.27	31.07.2011
	AU315121	Southern Approaches Scott Reef	Unit	219774	\$8.10	\$5.27	30.06.2011
	AU315127	Buckle Head to Cape Bernier	Unit	219910	\$16.50	\$10.73	31.07.2011
	AU316137	Sir Edward Pellew Group - East	Unit	219401	\$8.10	\$5.27	31.07.2011
	AU317121	Baleine Bank	Unit	219779	\$8.10	\$5.27	31.07.2011
	AU318117	Indian Ocean - Cell 8	Unit	220391	\$8.10	\$5.27	31.07.2011


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5. Use the 'Product Type' dropdown to view the holdings for different product types

Select Product Type...

Product Type: AVCS Products 

Show pricing for: AVCS Products

- AVCS Products
- Paper Charts
- ADLL
- ADRS6
- Total Tide
- ALL
- ALRS
- Sailing Directions
- Tide Tables

Download Permits for End Users / Vessels

Shipping Company users can download permits within Fleet Manager for an end user, if required.

1. Go to **Licence Management > Licenses**
2. Select the licence record

Licence Management > Licenses

[Add Licence](#)

ID	Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company
30	#30 (Non-IMO Vessel 'Vessel01_rename')		Vessel01_rename		VES01		ShipCo4.
34	#34 (Non-IMO Vessel 'Vessel05')		Vessel05		VES05		ShipCo2.
36	#36 (IMO Vessel 'Vessel07')		Vessel07	IMO9002776	VES07		ShipCo3.
39	#39 (Non-IMO Vessel 'Vessel10')		Vessel10		VES10		ShipCo1.
42	#42 (IMO Vessel 'Vessel13')		Vessel13	IMO9400473	VES13		ShipCo1.
44	#44 (Non-IMO Vessel 'VesselETE')		VesselETE		VESSETE		ShipCo3.
46	#46 (Non-IMO Vessel 'QA10011')		QA10011		VQA10101		ShipCo1.

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3. Click on [View Holdings](#)

Licence Management > Licenses > Licence

IMO Vessel Licence: #569 [View Holdings](#)

Shipping Company: [ShipCo1](#) [select](#)

Distributor for Digital Products: [Distributor 1](#)

Distributor for Paper Products: [Distributor 1](#)

e-mail for updates:

☒ Distributor ☐ Company Users

Fleet Manager:

4. Within the holdings you can download permits for ARCS & AVCS as shown below:
 - ARCS Permits

View Holdings				
Licenses Info		ARCS Permits ARCS Updates AVCS Permits AVCS Updates		
Licence: #30 (Non-IMO Vessel 'Vessel01_rename') AVCS Data available for 2011, 7 week AVCS Collection is currently updated to 2011, 5 week ARCS Data available for 2011, 7 week ARCS Collection is currently updated to 2011, 6 week		for Week <input type="text" value="2011, 7"/> download permits		
AVCS Products ARCS Products ADLL ADRS6 Total Tide Paper Charts ALL ALRS Sailing Directions Tide Tables 1055				
Product Name	Title	Type	Expire Date	
AR201130	Rio de la Plata Exterior	Unit	30.04.2011	
AR302120	Faro Recalada a Faro El Rincon	Unit	31.03.2011	
AR401590	Samborombon Fondeadero Banco	Unit	30.06.2011	
AR402500	Rada Mar Del Plata	Unit	31.07.2011	
AR402550	Principal de Boya N 17 a N 25	Unit	30.06.2011	
AR402620	San Antonio Oeste	Unit	31.05.2011	
AR4EM042	Canal Emilio Mitre Rio Parana	Unit	31.03.2011	

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- AVCS Permits

View Holdings

Licenses Info

Licence: #30 (Non-IMO Vessel 'Vessel01_rename')

AVCS Data available for 2011, 7 week

AVCS Collection is currently updated to 2011, 5 week

ARCS Data available for 2011, 7 week

ARCS Collection is currently updated to 2011, 6 week

ARCS Permits **ARCS Updates** **AVCS Permits** **AVCS Updates**

For Week: 2011, 7 [download permits](#)

AVCS Products
ARCS Products
ADLL
ADRS6
Total Tide
Paper Charts
ALL
ALRS
Sailing Directions
Tide Tables
1055

Search:

Product Name	Title	Type	Expire Date
AR201130	Rio de la Plata Exterior	Unit	30.04.2011
AR302120	Faro Recalada a Faro El Rincon	Unit	31.03.2011
AR401590	Samborombon Fondeadero Banco	Unit	30.06.2011
AR402500	Rada Mar Del Plata	Unit	31.07.2011
AR402550	Principal de Boya N 17 a N 25	Unit	30.06.2011
AR402620	San Antonio Oeste	Unit	31.05.2011
AR4EM042	Canal Emilio Mitre Rio Parana	Unit	31.03.2011

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5. Select the week required and click on 'download permits'

View Holdings

Licenses Info

Licence: #30 (Non-IMO Vessel 'Vessel01_rename')

AVCS Data available for 2011, 7 week

AVCS Collection is currently updated to 2011, 5 week

ARCS Data available for 2011, 7 week

ARCS Collection is currently updated to 2011, 6 week

ARCS Permits **ARCS Updates** **AVCS Permits** **AVCS Updates**

For Week: 2011, 7 [download permits](#)

AVCS Products
ARCS Products
ADLL
ADRS6
Total Tide
Paper
ALRS
Sailing Directions
Tide Tables
1055

Search:

Product Name	Title	Type	Expire Date
AR201130	Rio de la Plata Exterior	Unit	30.04.2011
AR302120	Faro Recalada a Faro El Rincon	Unit	31.03.2011
AR401590	Samborombon Fondeadero Banco	Unit	30.06.2011
AR402500	Rada Mar Del Plata	Unit	31.07.2011
AR402550	Principal de Boya N 17 a N 25	Unit	30.06.2011
AR402620	San Antonio Oeste	Unit	31.05.2011
AR4EM042	Canal Emilio Mitre Rio Parana	Unit	31.03.2011

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6. A pop up box appears click on 'Save'

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: ARCSPermits.zip

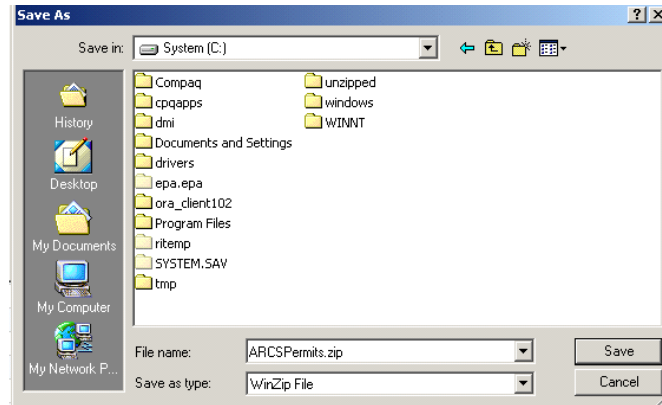
File type: WinZip File

From: trialnavigator

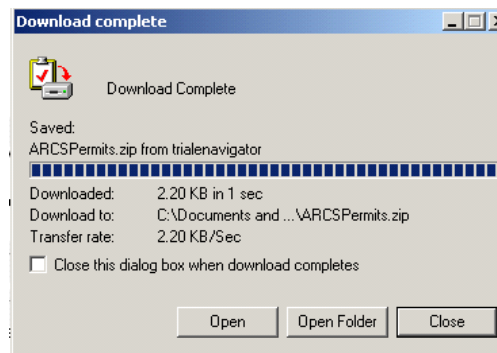
Would you like to open the file or save it to your computer?

☒ Always ask before opening this type of file

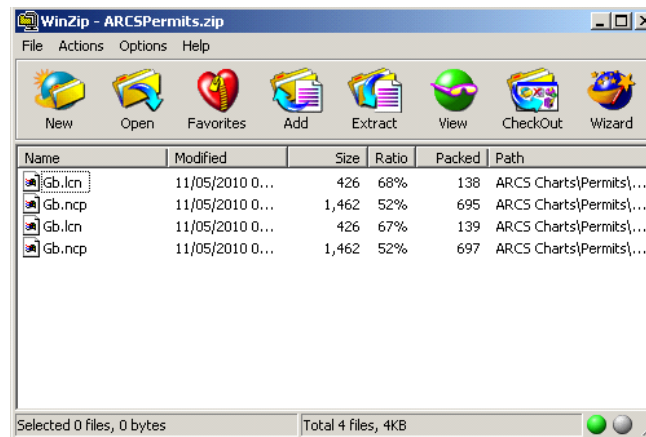
7. Browse for a location to save the file



8. Once the folder is saved it can be emailed to the end user or if you wish to view the folders contents click 'Open' to view the folder



9. The folder will then open and the permit files will be displayed, these are the files to email to the end user



Download Chart Data for End User / Vessels

Shipping Company users can download missing chart data within Fleet Manager for an end user who has an activated Planning Station and has created a working folio.

1. Go to **Licence Management > Licenses**
2. Select the licence record

Licence Management > Licenses

[Add Licence](#)

Search:

ID	Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company
30	#30 (Non-IMO Vessel "Vessel01_rename")		Vessel01_rename		VESS01		ShipCo4.
34	#34 (Non-IMO Vessel "Vessel05")		Vessel05		VESS05		ShipCo2.
36	#36 (IMO Vessel "Vessel07")		Vessel07	IMO9002776	VESS07		ShipCo3.
39	#39 (Non-IMO Vessel "Vessel10")		Vessel10		VESS10		ShipCo1.
42	#42 (IMO Vessel "Vessel13")		Vessel13	IMO9400473	VESS13		ShipCo1.
44	#44 (Non-IMO Vessel "VesselETE")		VesselETE		VESETE		ShipCo3.
46	#46 (Non-IMO Vessel "QA10011")		QA10011		VQA10101		ShipCo1.

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3. Click on [View Holdings](#)

Licence Management > Licenses > Licence

IMO Vessel Licence: #569 [View Holdings](#)

Shipping Company: [ShipCo1](#) *

Distributor for Digital Products: [Distributor 1](#)

Distributor for Paper Products: [Distributor 1](#)

e-mail for updates:

☒ Distributor ☐ Company Users

Fleet Manager:

4. Within the holdings you can download data for ARCS & AVCS as shown below:

- ARCS data

<p>Licenses Info</p> <p>Licence: #30 (Non-IMO Vessel "Vessel01_rename")</p> <p>AVCS Data available for 2011, 7 week</p> <p>AVCS Collection is currently updated to 2011, 5 week</p> <p>ARCS Data available for 2011, 7 week</p> <p>ARCS Collection is currently updated to 2011, 6 week</p>	<p>ARCS Permits ARCS Updates AVCS Permits AVCS Updates</p> <p>Please download the latest Update CD from this location</p>
--	---

- AVCS data

<p>Licenses Info</p> <p>Licence: #30 (Non-IMO Vessel "Vessel01_rename")</p> <p>AVCS Data available for 2011, 7 week</p> <p>AVCS Collection is currently updated to 2011, 5 week</p> <p>ARCS Data available for 2011, 7 week</p> <p>ARCS Collection is currently updated to 2011, 6 week</p>	<p>ARCS Permits ARCS Updates AVCS Permits AVCS Updates</p> <p>Holdings are up to</p> <p>2011, 5 download missing updates send missing updates</p>
--	--

5. Select the week required and choose either 'download missing updates' or 'send missing updates'

 [download missing updates](#) [send missing updates](#)

- To download missing updates follow steps 5 to 8 in [Download Permits for Vessels](#)
- To send missing updates to the End User to download click on [send missing updates](#)

Order Management

This area is for reviewing, amending and authorising orders submitted by your end users/vessels.

Note: When ordering an ARCS RC Folio you need to identify whether it would be more cost efficient than ordering the individual ARCS. You can modify the order or reject & recreate the order (whichever is quickest for you). Please note you may also need to renew the licence.

View received orders

On the Home page you can see the number of orders that are rejected, pending and require approval. There are two ways to access orders:

Shortcut on the home page:

My Orders		
No.	Orders	
	Rejected orders	View ▶ Click on View ▶ to access the rejected orders
3	Pending orders	View ▶ Click on View ▶ to access pending orders
2	Expecting my approval	View ▶ Click on View ▶ to access order that require your approval

The other way is:

1. Go to **Product Management > Orders**
2. This will open up 'Your Orders' page. The filter can be used to view certain orders. For instructions on the use of the filter see section [Orders Search](#)

Product Management > Orders

From:

To:

All orders

Apply Filters

Order Number:

Go

Licence(s): All

Filter Licenses

Orders (none selected)

ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
<input type="checkbox"/> 693	#281 (Non-IMO Vessel 'RTOBSS101')		Wayne	Completed	17.03.2011	WebApp
<input type="checkbox"/> 690	#30 (Non-IMO Vessel 'Vessel01_rename')		Wayne	Completed	17.03.2011	WebApp
<input type="checkbox"/> 689	#30 (Non-IMO Vessel 'Vessel01_rename')		Wayne	Completed	17.03.2011	WebApp
<input type="checkbox"/> 688	#30 (Non-IMO Vessel 'Vessel01_rename')		Kjetil	Completed	17.03.2011	WebApp
<input type="checkbox"/> 687	#30 (Non-IMO Vessel 'Vessel01_rename')		Kjetil	Completed	17.03.2011	WebApp
<input type="checkbox"/> 686	#30 (Non-IMO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
<input type="checkbox"/> 685	#30 (Non-IMO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp

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3. Double click on an order to view the details and content of the order. This is where you can action Pending orders. See [Approve end user / vessel orders](#)

Approve end user / vessel orders

Orders from end users / vessels may need approving by the Shipping Company before being received by the Distributor. Once the Distributor receives an order it will need to be approved. If direct ordering has been enabled the order will not need approving by the Shipping Company and digital orders will be processed automatically once approved by the Distributor. Paper orders will still need to be fulfilled by the Distributor.

1. Approve orders by clicking on **View ►** found on 'My Orders' box for orders 'Expecting my approval'.

My Orders	
No.	Orders
	Rejected orders View ►
3	Pending orders View ►
2	Expecting my approval View ►

2. A list of orders expecting approval now appear, select the order to be approved by double clicking in the table or ticking the box next to the order and selecting the 'view detail of order selected' icon

Product Management > Orders

From: 06.07.2010

To: 18.03.2011

Expecting my approval ▼

Apply Filters

Order Number:

Go

Licence(s): All

Filter Licenses

Orders (none selected)

ID ↕	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source	
<input type="checkbox"/> 657	#36 (IMO Vessel 'Vessel07')		DCFAT1Admin	Pending	15.03.2011	WebApp	▲
<input type="checkbox"/> 645	#61 (Non-IMO Vessel 'FATV13')	Baseline	DCFAT1Admin	Partially completed	14.03.2011	WebApp	
<input type="checkbox"/> 643	#135 (Non-IMO Vessel 'CRAMP01')	Matt Fleet	DCFAT1Admin	Pending	14.03.2011	WebApp	
<input type="checkbox"/> 642	#30 (Non-IMO Vessel 'Vessel01_rename')		Rob	Pending	14.03.2011	WebApp	
<input type="checkbox"/> 626	#79 (Non-IMO Vessel 'FATV121A')		Wayne	Pending	6.03.2011	WebApp	
<input type="checkbox"/> 622	#48 (Non-IMO Vessel 'FATV07')	P3C110.2A	SCFAT1User	Pending	3.03.2011	WebApp	
<input type="checkbox"/> 612	#56 (Non-IMO Vessel 'FATV09')	Baseline	SCFAT1User	Pending	25.02.2011	WebApp	
<input type="checkbox"/>	#62 (Non-IMO Vessel						▼

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20 ▼

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3. The order is now displayed showing the items within the order.

e-NAVIGATOR		ADMIRALTY	
Home	User Management	Licence Management	Product Management
Support		Welcome President Lines [Logout]	

Order # 1570 details

Order properties
 License:#7990 (IMO Vessel Princess Daisy)
 Whole-order status:Pending
 Request number:0
 Request e-mail:
 Purchase Order Reference Number: 1570 [Save](#)

Order# 1570 product types

	Product	Number of items	Guide Price	Order type	License type	Status
<input checked="" type="checkbox"/>	Select	AVCS Products	10	\$39.47	Add	Full
						Expects ShipCo approval

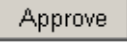
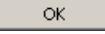
[Create basket ?](#)
[Modify ?](#)
[Add products ?](#)
[Delete...](#)

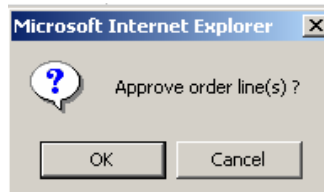
Order # 1570 content


	Product Name	Period	Guide Price	Quantity
<input type="checkbox"/>	GB104401	3	\$1.85	1
<input type="checkbox"/>	GB104811	3	\$7.70	1
<input type="checkbox"/>	GB309100	3	\$5.58	1
<input type="checkbox"/>	GB401928	3	\$7.70	1
<input type="checkbox"/>	GB489120	3	\$5.58	1
<input type="checkbox"/>	GB489130	3	\$3.73	1
<input type="checkbox"/>	GB589118	3	\$3.73	1
<input type="checkbox"/>	US1GC09M	3	\$1.20	1
<input type="checkbox"/>	US2GC11M	3	\$1.20	1
<input type="checkbox"/>	USLA38M	3	\$1.20	1

[Approve](#)
[Reject](#)
[Delete](#)

[Back to orders list](#)

4. To approve the whole order tick the boxes next to the product types in the order
5. Click  to approve the order
6. Confirm approval of order by clicking 



7. Confirmation box that the order has been submitted, click 
8. The order has now been approved by the Shipping Company and has been sent to your distributor to be actioned.
9. To approve the order, your distributor shall go through the same steps as shown above. When approved by the distributor, digital products orders shall be fulfilled instantaneously; paper orders will be dispatched as per the current process.

Viewing and Adding a Delivery Address for Physical Products

When physical products such as Paper Charts or Publications are ordered a Delivery Address can be added to the order before it is submitted from Planning Station. The Delivery Address will be also include add to/from dates from which the Delivery Address will be valid. This information is passed on through the approval chain to the Distributor to ensure products will be delivered to the correct address during the period identified in the order.

Viewing Delivery details within an order


1. Product Management > Orders > (Select the order to view)
2. Select the 'Delivery details' tab within the Order Details screen.
3. Delivery details will be displayed.

Order # 1316 details

Order properties | **Delivery details**

Delivery Address:


Delivery from date:

Delivery to date: 

Prices

Wholesale GBP:

Wholesale USD:

Purchase Order Reference Number: 




Order# 1316 product types

	Product	Number of items	Guide Price	Guide Wholesale	Order type	License type	Status
<input type="checkbox"/> Select	Paper Charts	3	£64.05	£41.64	New		Fulfilment in progress

[Create basket ?](#)

Order # 1316 content

	Product Name	Period	Guide Price	Guide Wholesale	Quantity
<input type="checkbox"/>	1951		£21.35	£13.88	1
<input type="checkbox"/>	1978		£21.35	£13.88	1
<input type="checkbox"/>	3490		£21.35	£13.88	1

[Back to orders list](#)

Adding Delivery details to an order awaiting approval

If an order has been received without a delivery address or delivery details are received after the order has been received these details can be added to the order before approval.

1. Product Management > Orders > (Select the order to view)
2. Select the 'Delivery details' tab within the Order Details screen.
3. Add the Delivery Address and if applicable delivery dates.
Note: The delivery from date will default to the date the order was placed.
4. Click 'Save' to save the delivery details.
5. Click 'Approve' to approve the order.

Note: Delivery details cannot be added or edited on orders which have the Order Status of Completed

Adding a Delivery Address when submitting an order in Fleet Manager

If the order is being placed by a Shipping Company in Fleet Manager on behalf of a vessel the Delivery Address and from/to dates can be added.

1. Select Products to be ordered.
2. Select 'View Basket'
3. Within the Order summary screen add the Delivery Address
4. Add Delivery from and to dates if applicable

Product Management > Catalogue Order Options

Licence(s): #1026 (IMO Vessel 'Blue Bamboo')		Select licence	AVCS Expiry Date: 11.2012
Total order price:		GBP: 64.05	ARCS Licence Expiry Date: 11.2012
Purchase Order Number (optional):			
Delivery Address:		18 Demonstration Road, Liverpool, UK	
Delivery from date:		16.11.2011	Delivery to date: 22.11.2011
<p>This order will be processed normally</p> <p>Apply to Selection 12 months 2</p> <p>Submit Order</p>			

Order content							
Type	ID	Title	Quantity	Period	Guide Price	Guide Wholesale	
PaperCharts	1951	Approaches to Liverpool	1		£21.35	£13.88	
	1978	Great Ormes Head to Liverpool	1		£21.35	£13.88	
	3490	Port of Liverpool	1		£21.35	£13.88	

5. Click 'Submit Order'

The delivery address and dates are visible in the 'Delivery details' tab within the Order Details screen (Product Management > Orders > (Select the order to view)

Add Items to an Order

To add items to an existing order follow the steps below:

Note: If a single AVCS Unit is ordered which forms part of existing Folio or Unit contained in your holdings, the order will not be processed and Fleet Manager will reject the duplicated Units at the Catalogue Order Options page. Fleet Manager will also validate an order for AVCS units which form part of an order that has not yet been fulfilled. AVCS Folios which are purchased containing Units already held in your holdings will still be processed.

1. Go to **Product Management > Orders**
2. Select the order to add products to by selecting the order:

Product Management > Orders

From: 18.02.2011 To: 18.03.2011 All orders Order Number: Licence(s): All

Orders (none selected)						
ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
<input type="checkbox"/> 693	#281 (Non-IMO Vessel 'RTOBSS101')		Wayne	Completed	17.03.2011	WebApp
<input type="checkbox"/> 690	#30 (Non-IMO Vessel 'Vessel01_rename')		Wayne	Completed	17.03.2011	WebApp
<input type="checkbox"/> 689	#30 (Non-IMO Vessel 'Vessel01_rename')		Wayne	Completed	17.03.2011	WebApp
<input type="checkbox"/> 688	#30 (Non-IMO Vessel 'Vessel01_rename')		Kjetil	Completed	17.03.2011	WebApp
<input type="checkbox"/> 687	#30 (Non-IMO Vessel 'Vessel01_rename')		Kjetil	Completed	17.03.2011	WebApp
<input type="checkbox"/> 686	#30 (Non-IMO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
<input type="checkbox"/> 685	#30 (Non-IMO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp

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3. Click on [Add products ?](#)

Order # 641 details

Order properties
Request number: 641
Request e-mail:

Prices
Wholesale GBP: 0.00
Wholesale USD: 22.54

Purchase Order Reference Number: 641

Order # 641 product types

Select	Product	Number of items	Guide Price	Guide Wholesale	Order type	Licence type	Status
<input type="checkbox"/>	Select	AVCS Products	5	\$34.67	\$22.54	Full	Expects Distributor's approval

[Create basket](#) | [Modify](#) | [Add products](#) | [Delete...](#)

Order # 641 content

Product Name	Period	Guide Price	Guide Wholesale	Quantity
<input type="checkbox"/> AR420120	3	\$5.47	\$3.56	1
<input type="checkbox"/> AR421590	9	\$7.30	\$4.75	1
<input type="checkbox"/> AR422490	9	\$10.95	\$7.12	1
<input type="checkbox"/> AR422550	3	\$3.85	\$2.37	1
<input type="checkbox"/> AR422560	12	\$7.30	\$4.75	1

[Back to orders list](#)

4. A pop up box will appear, click if you wish to proceed



5. The catalogue page will now appear, select products to add to the order

Product Management > Catalogue
Products will be added to order #935

Select a Licence...
Select Licence
#975 (Non-IMO Vessel
P4C451FULLNON)

Select Product Type...
Product Type: AVCS Products
Show pricing for: 12 months 2

Manage Basket Functions...
Export all Holdings 2
Add Holdings to Basket 2
Import Analog Holdings 2

Basket Functions...
2 Items in basket
Clear Load Save
Import Export
ADC Import

View basket

	Name	Title	Type	SAP IPII	Guide Price	Guide Wholesale	Expiry Date
<input type="checkbox"/>	FR325020	Ilhas do Principe & de Sao Tome	Unit	210534	\$29.40	\$19.11	
<input type="checkbox"/>	FR325030	Cap Lopez to Gamba	Unit	210535	\$29.40	\$19.11	
<input type="checkbox"/>	FR332010	La Reunion	Unit	210536	\$29.40	\$19.11	
<input type="checkbox"/>	FR335010	Recit du Geyser-Iles Glorieuses	Unit	210537	\$29.40	\$19.11	
<input type="checkbox"/>	FR336010	Bab El Mandeb Golfe de Tadjoura	Unit	210538	\$29.40	\$19.11	
<input type="checkbox"/>	FR336020	Al Hudeydeh to Al Mukha	Unit	210539	\$29.40	\$19.11	
<input checked="" type="checkbox"/>	FR352010	Montserrat to Saint Lucia	Unit	210540	\$29.40	\$19.11	
<input checked="" type="checkbox"/>	FR353010	Anguilla to Monserrat	Unit	210541	\$29.40	\$19.11	
<input type="checkbox"/>	FR360330	Archipel Societe I Sous-le-Vent	Unit	216180	\$19.50	\$12.68	
<input type="checkbox"/>	FR366800	Northern Part of Ouessant TSS	Unit	214608	\$9.80	\$6.37	
<input type="checkbox"/>	FR366860	Nouvelle-Caledonie South-east	Unit	216923	\$19.50	\$12.68	
<input type="checkbox"/>	FR367680	Nouvelle-Caledonie South-west	Unit	216457	\$19.50	\$12.68	
<input type="checkbox"/>	FR368240	Appr Dieppe West Pas de Calais	Unit	216396	\$9.80	\$6.37	
<input type="checkbox"/>	FR368570	Pointe de Barlieur to Fecamp	Unit	216397	\$29.40	\$19.11	
<input type="checkbox"/>	FR369300	Ile de Batz to Heaux-de-Brehat	Unit	217557	\$19.50	\$12.68	
<input type="checkbox"/>	FR369400	The Casquets	Unit	216398	\$9.80	\$6.37	
<input type="checkbox"/>	FR369410	Fosse Centrale	Unit	217558	\$9.80	\$6.37	
<input type="checkbox"/>	FR369550	Approaches to Tahiti and Moorea	Unit	214535	\$29.40	\$19.11	

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Note: When adding product to an existing order this message will appear:

Products will be added to order #55C

6. Once all the products have been selected, add them to the original order by clicking on



7. View the list of products to be added to the existing order

8. To confirm these should be added to the existing order click Submit Order

9. Confirmation that products have been added to the existing order will appear



10. Click on to confirm and return to the orders page

Order # 641 details

Order properties

Request number:0

Request e-mail:

Prices

Wholesale GBP:

0.00

Wholesale USD:

22.54

Purchase Order Reference Number: 641

Save

Order# 641 product types

	Product	Number of items	Guide Price	Guide Wholesale	Order type	License type	Status	
<input type="checkbox"/>	Select	AVCS Products	5	\$54.67	\$22.54	ADD	Full	Expects Distributor's approval

[Create basket](#) | [Modify](#) | [Add products](#) | [Delete...](#)

Order # 641 content

	Product Name	Period	Guide Price	Guide Wholesale	Quantity
<input type="checkbox"/>	AR402020	3	\$5.47	\$2.26	5
<input type="checkbox"/>	AR401090	6	\$7.30	\$4.75	5
<input type="checkbox"/>	AR402490	6	\$10.95	\$7.12	5
<input type="checkbox"/>	AR402080	3	\$3.85	\$2.37	5
<input type="checkbox"/>	AR402080	12	\$7.30	\$4.75	5

Approve

Reject

Delete

[Back to orders list](#)

II. The new products have been added to the order as shown above. To approve this order see section [Approve vessel orders](#)

Modify an Order

To modify the AVCS product licence periods or paper product quantities within an order follow the steps below:

Note: If a single AVCS Unit is ordered which forms part of existing Folio or Unit contained in your holdings, the order will not be processed and Fleet Manager will reject the duplicated Units at the Catalogue Order Options page. Fleet Manager will also validate an order for AVCS units which form part of an order that has not yet been fulfilled. AVCS Folios which are purchased containing Units already held in your holdings will still be processed.

1. Go to **Product Management > Orders**
2. Select the order to amend by double clicking on it

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Home User Management Licence Management Product Management Support Welcome PM Distributor [Logout]

Product Management > Orders

From: 05.03.2011 To: 05.04.2011 All orders Apply Filters Order Number: Go Licence(s): All Filter Licenses

Orders (none selected)

ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
581	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	Ship application
580	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	WebApp
576	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
575	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
573	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
570	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp
568	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp

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3. On the Order Details page, click on **Modify**

e-NAVIGATOR ADMIRALTY

Home User Management Licence Management Product Management Support Welcome President Lines [Logout]

Order # 1570 details

Order properties

License: #7990 (IMO Vessel 'Princess Daisy')

Whole-order status: Pending

Request number: 0

Request e-mail:

Purchase Order Reference Number: 1570 Save

Order # 1570 product types

	Product	Number of items	Guide Price	Order type	License type	Status
<input checked="" type="checkbox"/>	Select	AVCS Products	10	\$39.47	Add	Full

Create basket? **Modify?** Add products? Delete...?

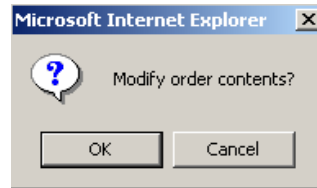
Order # 1570 content

Product Name	Period	Guide Price	Quantity
<input type="checkbox"/> GB104401	3	\$1.85	1
<input type="checkbox"/> GB104811	3	\$7.70	1
<input type="checkbox"/> GB389100	3	\$5.58	1
<input type="checkbox"/> GB401928	3	\$7.70	1
<input type="checkbox"/> GB489120	3	\$5.58	1
<input type="checkbox"/> GB489130	3	\$3.73	1
<input type="checkbox"/> GB58911B	3	\$3.73	1
<input type="checkbox"/> US1GC09M	3	\$1.20	1
<input type="checkbox"/> US2GC11M	3	\$1.20	1
<input type="checkbox"/> USSLA38M	3	\$1.20	1

Approve Reject Delete

Back to orders list

4. A pop up box will appear, click  if you wish to proceed.



5. Change the licence periods or quantities as required, using the individual period dropdown boxes to change individual permit durations or the 'Apply to Selection' dropdown to modify the duration of products marked with a tick


e-NAVIGATOR **ADMIRALTY**

Home User Management Licence Management Product Management Support Welcome President Lines [Logout]

Product Management > Catalogue Order Options

Licence(s): #7990 (IMO Vessel Princess Daisy)
 Total order price: USD: 39.47
 Purchase Order Number (optional): 1570

AVCS Expiry Date: 02.2012
 ARCS Licence Expiry Date: 04.2012

 Submit Order


Order #1570 will be updated

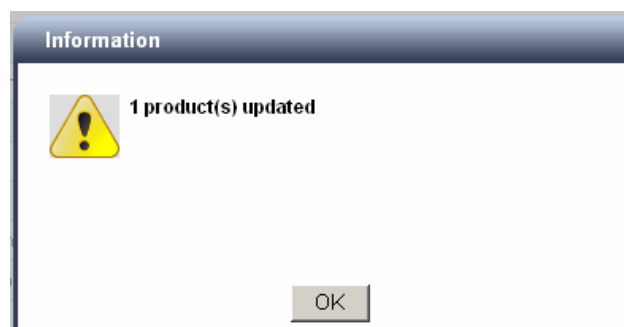
Apply to Selection 3 months ?


Type	ID	Title	Quantity	Period	Guide Price
AVCSCharts	<input type="checkbox"/> GB104401	Gulf of Mexico		3 months	\$1.85
	<input type="checkbox"/> GB104811	Mexico to Ecuador		3 months	\$7.70
	<input type="checkbox"/> GB389100	Gulf of Panama		3 months	\$6.58
	<input type="checkbox"/> GB401928	S Coast - Panama - Bahia Honda		3 months	\$7.70
	<input type="checkbox"/> GB489120	Panama Canal		3 months	\$5.58
	<input type="checkbox"/> GB489130	Southern Appr to Panama Canal		3 months	\$3.73
	<input type="checkbox"/> GB589118	Atlantic Entrance Panama Canal		3 months	\$3.73
	<input type="checkbox"/> US1GC09M	Gulf of Mexico		3 months	\$1.20
	<input type="checkbox"/> US2GC11M	Mobile Bay to Mexico		3 months	\$1.20
	<input type="checkbox"/> USSLA38M	Intracoastal Waterway G. Mexico		3 months	\$1.20



Submit
Order

6. Click  to apply the changes to the order
7. Confirmation that products have been added to the existing order will appear



8. Click on  to confirm and return to the orders page
9. The amendments have been made to the order. To approve this order see section [Approve vessel orders](#)

Create a separate order from an existing Order

You may want to re-use/duplicate an existing order. Another order can be made from an existing order as follows:

Note: If a single AVCS Unit is ordered which forms part of existing Folio or Unit contained in your holdings, the order will not be processed and Fleet Manager will reject the duplicated Units at the Catalogue Order Options page. Fleet Manager will also validate an order for AVCS units which form part of an order that has not yet been fulfilled. AVCS Folios which are purchased containing Units already held in your holdings will still be processed.

1. Go to **Product Management > Orders**
2. From the Orders screen, select the order to create another order form by double clicking on it

ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
581	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	Ship application
580	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	WebApp
576	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
575	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
573	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
570	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp
568	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp

3. On the Order Details screen, click on the 'Select' link next to the product type from which you would like to create a new order from. Then select the products required by ticking the box next to the product

Order # 1571 details

Order properties

License: #8505 (IMO Vessel 'Paloma Blue')

Whole-order status: Pending

Request number: 0

Request e-mail:

Purchase Order Reference Number: 1571 [Save](#)

AVCS Products

Additional info: Order expects your approval

Order# 1571 product types

	Product	Number of items	Guide Price	Order type	License type	Status
<input type="checkbox"/> Select	AVCS Products	11	\$119.40	Add	Full	Expects ShipCo approval
<input type="checkbox"/> Select	ARCS Charts	2	£15.50	Add	Full	Expects ShipCo approval

[Create basket ?](#) [Modify ?](#) [Add products ?](#) [Delete...](#)

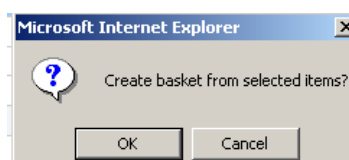
'AVCS Products' content

Product Name	Period	Guide Price	Quantity
<input type="checkbox"/> BE4VLBNK	12	\$16.80	1
<input type="checkbox"/> BE5ZEEBR	12	\$16.80	1
<input checked="" type="checkbox"/> GB2A2182	12	\$7.70	1
<input checked="" type="checkbox"/> GB300266	12	\$4.70	1
<input checked="" type="checkbox"/> GB300268	12	\$4.70	1
<input checked="" type="checkbox"/> GB300272	12	\$4.70	1
<input type="checkbox"/> GB300273	12	\$7.70	1
<input type="checkbox"/> GB300278	12	\$4.70	1
<input type="checkbox"/> NL400122	12	\$17.20	1
<input type="checkbox"/> NL50132A	12	\$17.20	1
<input type="checkbox"/> NL50132B	12	\$17.20	1

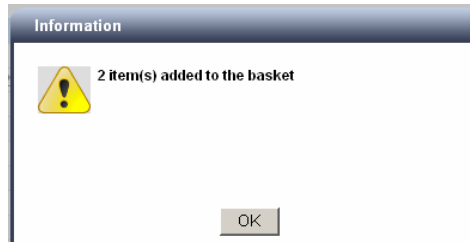
[Approve](#) [Reject](#) [Delete](#)

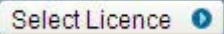
[Back to orders list](#)


4. Click on **Create basket**, you will then be prompted to confirm creation of a basket




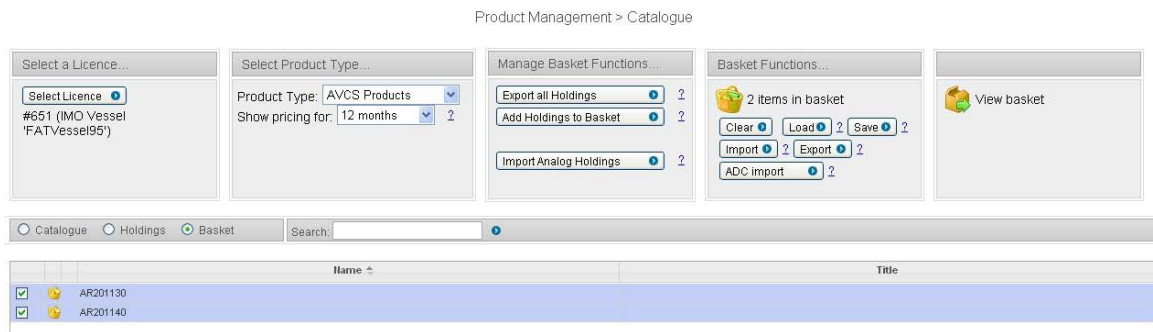
5. Click  to confirm this action. A pop up box will appear confirming your request




6. You will now be diverted to the catalogue page, click on  and choose your vessel to assign to the order from the pop up window

7. Click on  **Basket** to view the products you added to your basket from the previous order

8. Basket will now appear ready for you to process your new order. Select  to proceed with your order



9. At the Catalogue Order options page, click on  to create a new order with these products

e-NAVIGATOR

ADMIRALTY

Home User Management Licence Management Product Management Support

Welcome American Shipping [Logout]

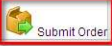
Product Management > Catalogue Order Options

Licence(s): #5504 (IMO Vessel 'Anglian Surveyors')
 Total order price:
 Purchase Order Number (optional):

USD: 41.58

AVCS Expiry Date: 01.2012
 ARCS Licence Expiry Date: -

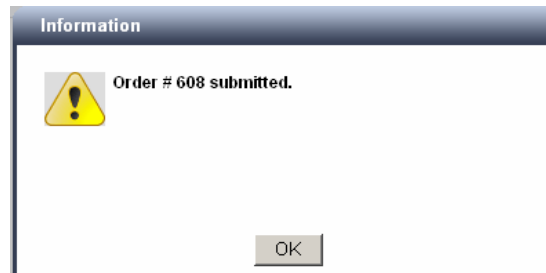
This order will be processed normally



3 months
2

Type	ID	Title	Quantity	Period	Guide Price
AVCSCharts	<input type="checkbox"/> FR274860	Mozambique Channel - N.Part		3 months	\$7.02
	<input type="checkbox"/> GB104700	Mozambique Basin		3 months	\$1.85
	<input type="checkbox"/> GB302926	Porto de Mozambique to Pemba		3 months	\$5.58
	<input type="checkbox"/> GB302933	Mozambique - Ilha Epidendron		3 months	\$5.58
	<input type="checkbox"/> PT281101	Mozambique Channel		3 months	\$5.78
	<input type="checkbox"/> ZA400120	Approaches to Port Elizabeth		3 months	\$2.88
	<input type="checkbox"/> ZA400150	Durban Oil Terminal SMB		3 months	\$2.88
	<input type="checkbox"/> ZA400160	Approaches to Durban		3 months	\$5.78
	<input type="checkbox"/> ZA500120	Port Elizabeth Harbour		3 months	\$1.35
	<input type="checkbox"/> ZA500160	Durban Harbour		3 months	\$2.88

10. Confirmation that products have been submitted will appear, click on **OK** to return to the orders page



11. The new order will appear at the top of the orders page as a new order.

12. The amendments have been made to the order as shown above. To approve this order see section [Approve vessel orders](#).

Delete Items in an Order

An order received from a vessel can be amended by the Shipping Company before it goes for approval by the distributor.

1. Go to **Product Management > Orders**
2. Select the order to delete items from by double clicking on it

The screenshot shows the 'e-NAVIGATOR' web application interface. The top navigation bar includes links for Home, User Management, Licence Management, Product Management, and Support. The main heading is 'Product Management > Orders'. Below this, there is a search and filter section with fields for 'From' (05.03.2011), 'To' (05.04.2011), a dropdown for 'All orders', an 'Apply Filters' button, an 'Order Number' field, a 'Go' button, and a 'Licence(s): All' dropdown with a 'Filter Licenses' button. The main content area displays a table titled 'Orders (none selected)'. The table has the following columns: ID, Licence, Fleet Manager, Requested by, Whole-order status, Date, and Source. The table lists several orders, including those with status 'Pending' and 'Completed'. The page also includes a footer with links for Terms & Conditions, Contact us, and Credits, and a copyright notice for Crown Copyright © 2009, 2010 United Kingdom Hydrographic Office.

ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
581	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	Ship application
580	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	WebApp
576	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
575	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
573	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
570	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp
568	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp

3. Select the individual products to be deleted, by ticking the box next to the item

Order # 922 details

Order properties

Request number: 0
Request e-mail:

Prices

Wholesale GBP: 50.40
Wholesale USD: 39.02

Purchase Order Reference Number: Save

Order# 922 product types

	Product	Number of items	Guide Price	Guide Wholesale	Order type	License type	Status
<input type="checkbox"/>	Select AVCS Products	5	\$60.03	\$39.02	New	Full	Expects Distributor's approval
<input type="checkbox"/>	Select ARCS Charts	5	£77.50	£50.40	New	Full	Rejected

[Create basket ?](#) [Modify ?](#) [Add products ?](#) [Delete... ?](#)

Order # 922 content

	Product Name	Period	Guide Price	Guide Wholesale	Quantity
<input type="checkbox"/>	AR201130	3	\$1.83	\$1.19	1
<input checked="" type="checkbox"/>	AR201140	6	\$3.65	\$2.37	1
<input checked="" type="checkbox"/>	AR301150	12	\$21.80	\$14.17	1
<input type="checkbox"/>	AR302120	12	\$21.80	\$14.17	1
<input type="checkbox"/>	AR302130	9	\$10.95	\$7.12	1
<input type="checkbox"/>	1000	12	£15.50	£10.08	1
<input type="checkbox"/>	1001	12	£15.50	£10.08	1
<input type="checkbox"/>	1002	12	£15.50	£10.08	1
<input type="checkbox"/>	1003	12	£15.50	£10.08	1
<input type="checkbox"/>	1004	12	£15.50	£10.08	1

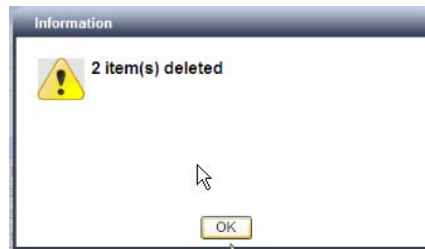
[Back to orders list](#)

4. Click on the [Delete...](#) hyperlink to remove the selected products from the order

5. Click to confirm deletion of items



6. Click to confirm deletion



7. You will now return to the order minus the items that have been deleted. The order can now be approved. To approve an order go to section [Approve vessel orders](#).

Reject Product lines within an Order

An order received from a vessel can be amended by the Shipping Company before it goes for approval by the distributor.

1. Go to **Product Management > Orders**
2. Select the order to amend by double clicking on it

e-NAVIGATOR ADMIRALTY

Home User Management Licence Management Product Management Support Welcome PM Distributor [Logout]

Product Management > Orders

From: 05.03.2011 To: 05.04.2011 All orders Apply Filters Order Number: Go Licence(s): All Filter Licenses

Orders (none selected)

ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
<input type="checkbox"/> 581	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	Ship application
<input type="checkbox"/> 580	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	WebApp
<input type="checkbox"/> 576	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 575	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 573	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 570	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 568	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp

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3. The order will now open. To reject a product line e.g. ARCS Charts, select the box next to the product then click **Reject**.

- If you wish to reject the whole order click on **Reject** without ticking any boxes.

e-NAVIGATOR ADMIRALTY

Home User Management Licence Management Product Management Support Welcome Positive Shipping [Logout]

Order # 1571 details

Order properties

License: #805 (IMO Vessel Paloma Blue)
Whole-order status: Pending
Request number: 0
Request e-mail:

Purchase Order Reference Number: 1571 Save

Order# 1571 product types

Select	Product	Number of items	Guide Price	Order type	License type	Status
<input type="checkbox"/>	AVCS Products	11	\$119.40	Add	Full	Expects ShipCo approval
<input checked="" type="checkbox"/>	ARCS Charts	2	\$15.50	Add	Full	Expects ShipCo approval

Create basket? Modify? Add products? Delete...

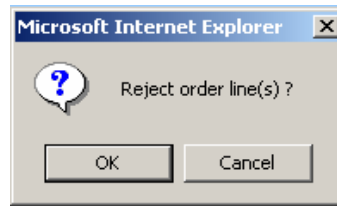
Order # 1571 content

Product Name	Period	Guide Price	Quantity
<input type="checkbox"/> BE4VLBNK	12	\$16.80	1
<input type="checkbox"/> BESZEEBR	12	\$16.80	1
<input type="checkbox"/> GB2A2182	12	\$7.70	1
<input type="checkbox"/> GB300268	12	\$4.70	1
<input type="checkbox"/> GB300268	12	\$4.70	1
<input type="checkbox"/> GB300272	12	\$4.70	1
<input type="checkbox"/> GB300273	12	\$7.70	1
<input type="checkbox"/> GB300278	12	\$4.70	1
<input type="checkbox"/> NL400122	12	\$17.20	1
<input type="checkbox"/> NL50132A	12	\$17.20	1
<input type="checkbox"/> NL50132B	12	\$17.20	1
<input type="checkbox"/> 122	6	\$7.75	1
<input type="checkbox"/> 207	6	\$7.75	1

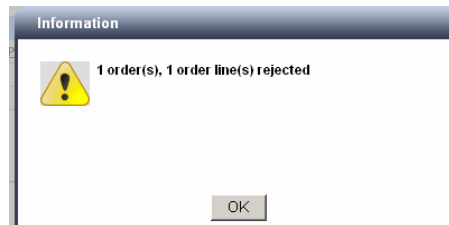
Approve Reject Delete

Back to orders list

4. Click on to confirm the order is to be rejected



5. Confirmation that the order has been rejected will appear, click on



6. The product line will appear as rejected

Order# 581 product types

		<u>Product</u>	<u>Number of items</u>	<u>Guide Price</u>	<u>Order type</u>	<u>Status</u>
<input type="checkbox"/>	Select	AVCS Products	11	\$443.82	Add	Expects Distributor's approval
<input type="checkbox"/>	Select	ARCS Charts	20	£310.00	Add	Rejected

Reject whole order from the Order Page

1. Go to **Product Management > Orders**
2. Select the order to delete by ticking the box ☒ next to the order

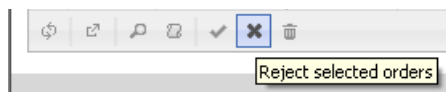
Product Management > Orders

From: 05.03.2011 To: 05.04.2011 All orders Apply Filters Order Number: Go Licence(s): All Filter Licenses

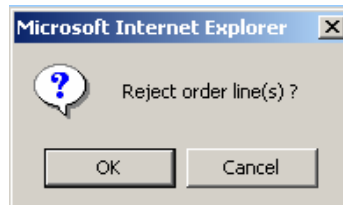
ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
<input checked="" type="checkbox"/> 581	#806 (Non-IMO Vessel 'JMPM')		JMPM	Partially completed	5.04.2011	Ship application
<input type="checkbox"/> 580	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	WebApp
<input type="checkbox"/> 576	#806 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 575	#806 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 573	#806 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 570	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 568	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp

Reject selected orders

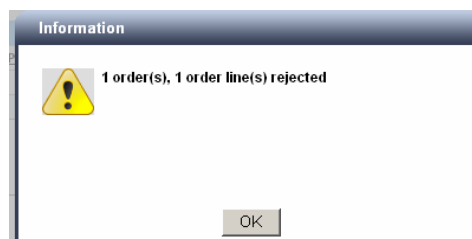
3. Then click on



4. Click on **OK** to confirm the order is to be rejected



5. Confirmation that the order has been rejected will appear, click on **OK**



6. The order will appear in the orders page as rejected

Product Management > Orders

From: 31.03.2011 To: 05.04.2011 All orders Apply Filters Order Number: Go Licence(s): All Filter Licenses

ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
<input type="checkbox"/> 526	#771 (IMO Vessel 'UATVessel220')		UATVessel220	Rejected	31.03.2011	Ship application

Rejected

Export an order

You cannot export an order directly, but you can create a basket from an order and then export the basket. The steps below show how this is done:

1. Go to **Product Management > Orders**
2. Click on the order you wish to export as shown below:

e-NAVIGATOR ADMIRALTY

Home User Management Licence Management Product Management Support Welcome jo ship co marks ship co [Logout]

Product Management > Orders

From: 05.03.2011 To: 05.04.2011 All orders Apply Filters Order Number: Go Licence(s): All Filter Licenses

Orders (1 selected)

ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
<input checked="" type="checkbox"/> 581	#806 (Non-IMO Vessel 'JMPM')		JMPM	Partially completed	5.04.2011	Ship application
<input type="checkbox"/> 580	#806 (Non-IMO Vessel 'JMPM')		JMPM	Pending	5.04.2011	WebApp
<input type="checkbox"/> 576	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 575	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 573	#606 (IMO Vessel 'UATVessel147')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 570	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp
<input type="checkbox"/> 568	#584 (IMO Vessel 'UATVessel123')		DIST01A	Completed	2.04.2011	WebApp

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Reject selected orders Terms & Conditions | Contact us | Credits

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3. In the order page select the items you wish to export

e-NAVIGATOR ADMIRALTY

Home User Management Licence Management Product Management Support Welcome Positive Shipping [Logout]

Order # 1571 details

Order properties

License: #8505 (IMO Vessel Paloma Blue)
Whole-order status: Pending
Request number: 0
Request e-mail:

Purchase Order Reference Number: 1571 Save

Order# 1571 product types

	Product	Number of items	Guide Price	Order type	License type	Status
<input type="checkbox"/> Select	AVCS Products	11	\$119.40	Add	Full	Expects ShipCo approval
<input type="checkbox"/> Select	ARCS Charts	2	£15.50	Add	Full	Expects ShipCo approval

Create basket ? Modify ? Add products ? Delete... ?

Order # 1571 content

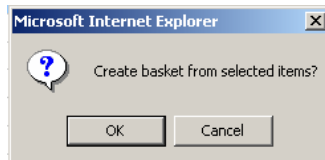
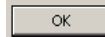
	Product Name	Period	Guide Price	Quantity
<input type="checkbox"/>	BE4VLBNK	12	\$16.80	1
<input type="checkbox"/>	BESZEEBR	12	\$16.80	1
<input checked="" type="checkbox"/>	GB2A2182	12	\$7.70	1
<input checked="" type="checkbox"/>	GB300266	12	\$4.70	1
<input checked="" type="checkbox"/>	GB300268	12	\$4.70	1
<input checked="" type="checkbox"/>	GB300272	12	\$4.70	1
<input type="checkbox"/>	GB300273	12	\$7.70	1
<input type="checkbox"/>	GB300278	12	\$4.70	1
<input type="checkbox"/>	NL400122	12	\$17.20	1
<input type="checkbox"/>	NL50132A	12	\$17.20	1
<input type="checkbox"/>	NL50132B	12	\$17.20	1
<input type="checkbox"/>	122	6	£7.75	1
<input type="checkbox"/>	207	6	£7.75	1

Approve Reject Delete

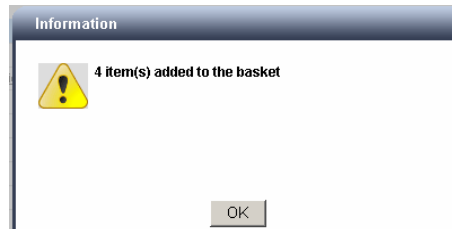
Back to orders list

4. Click on [Create basket ?](#)

5. You will then need to confirm you wish to create a basket by clicking on



6. Confirmation pop-up box appears

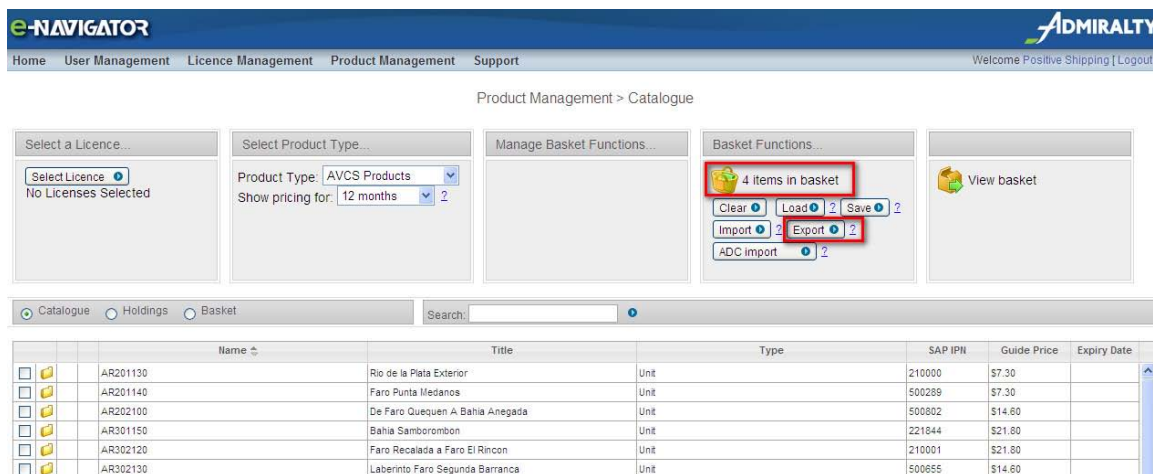


7. A new basket in the catalogue screen is created containing the items from the order as shown below:

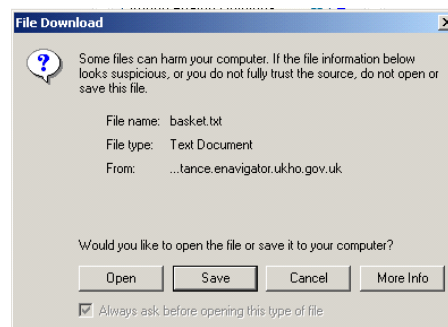
To export this click on



in the 'Manage Basket Functions' box.



8. Then you are given the option to open the text file containing the items in the basket or you can save the text file to external media.



9. Click on 'Save' to save to the required location such as a USB stick

Note: Clicking on in the 'basket functions' box will save the basket to the server. To open saved baskets click on , this will allow you to open any baskets saved to the server if this method is used.

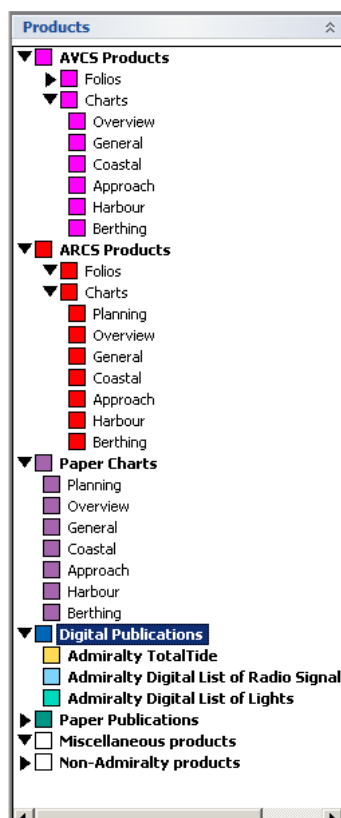
Creating Orders

Creating New Order using Planning Station

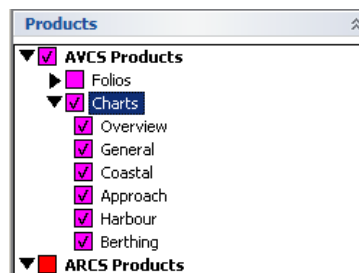
A Shipping Company user can use a non-activated version of Planning Station to plot a route, export a basket file and then import the basket file in to Fleet Manager. You will need to load the latest Binary Catalogue file exported from Fleet Manager (Product Management > Downloads). Any currently held products for the end user / vessel will be made visible on Fleet Manager and the order can be processed for only the new products required for the route. Follow the steps below:

Note: To install Planning Station follow the Planning Station Quick Start Guide/User Guide for installation instructions

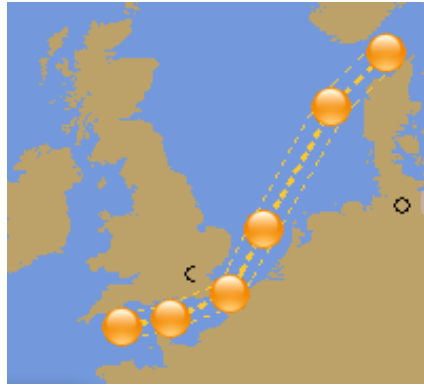
1. Go to **Planning Station > Catalogue tab**
2. Click on triangle next to product type to expand the selection



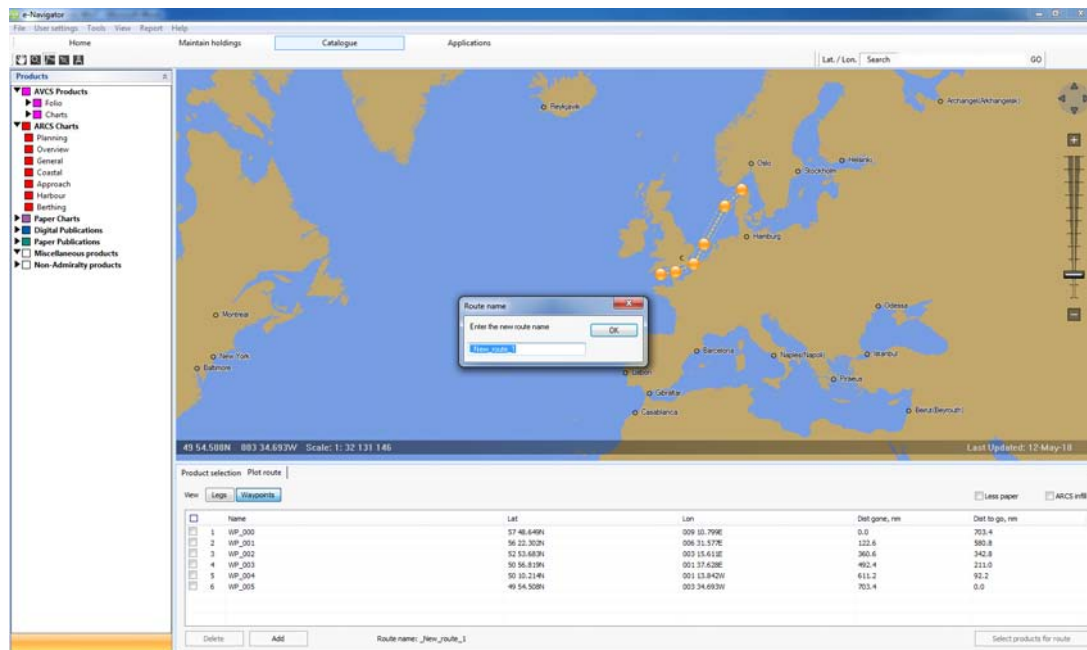
3. Tick the check box next to the required items e.g. 'AVCS Products, Charts'



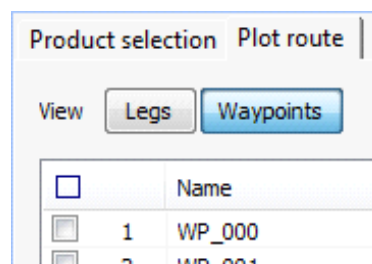
4. Plot a route on the geographical display using the route plotting tool 



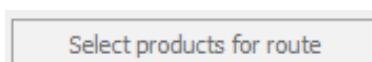
5. Double click to end route
6. Enter name for new route



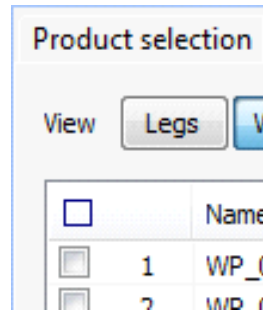
7. Click on the 'Plot route' tab



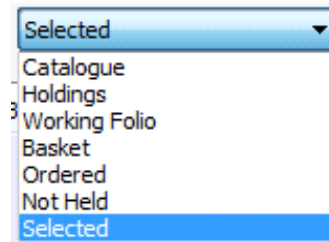
8. Click on the 'Select products for route' button in the right hand corner

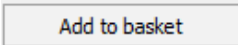


9. Click on the 'Product selection' tab

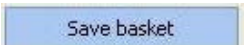


10. Choose 'Selected' from the 'Filter products by:' drop down box



11. Click on the  button

12. Click on the  button

13. Click on the  button

14. Save to USB stick

Creating an Order from a Basket File

15. Go to **Fleet Manager**. Sign in with your username and password

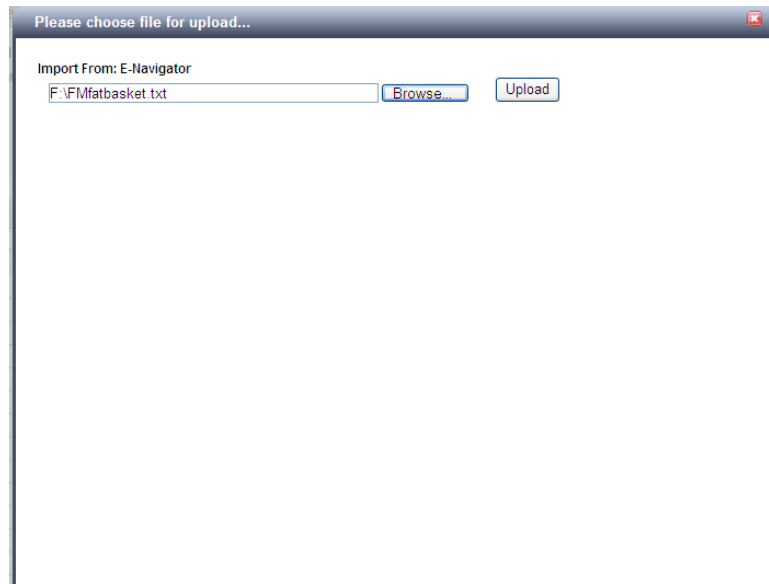
16. Go to **Product Management > Catalogue**

17. Click on 

18. Insert USB stick

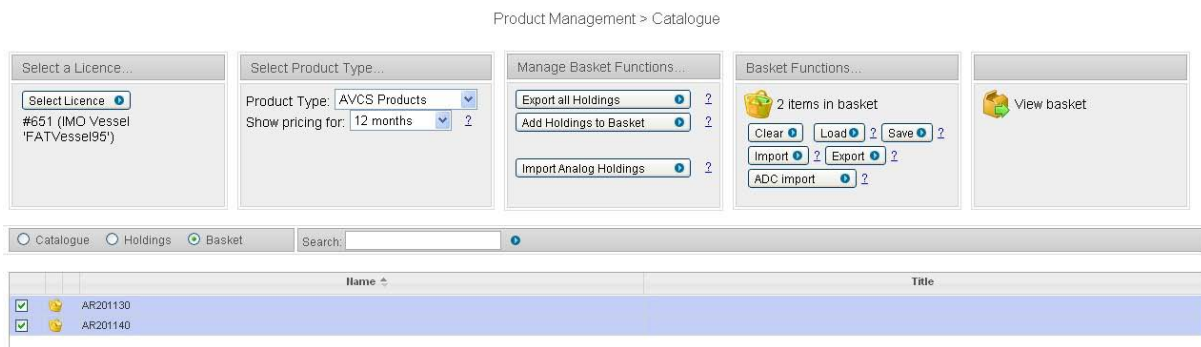
19. From 'Basket Functions...' box choose 

20. Browse for saved .bsk file



21. Click on 'Upload' button

22. Click on  Basket



This will show all products within the basket and those that are already held by the red, amber and green indicators

23. Click on  View basket icon

24. 'Order Options' page appears

Order will show all products within the basket but products already held will show a warning message

25. Click on  Submit Order icon

The submitted order will only be for the products not already held

26. Your order has now been sent to your distributor for approval

29. You are then redirected to the orders page where you can monitor the status of your order. See section [Monitor Progress of an order](#)

Creating New Order using the List Catalogue

Orders can be created by a Shipping Company on behalf of a vessel/end user.

Note: If a single AVCS Unit is ordered which forms part of existing Folio or Unit contained in your holdings, the order will not be processed and Fleet Manager will reject the duplicated Units at the Catalogue Order Options page. Fleet Manager will also validate an order for AVCS units which form part of an order that has not yet been fulfilled. AVCS Folios which are purchased containing Units already held in your holdings will still be processed.

1. Go to **Product Management > Catalogue**

A list of products will now be displayed

Product Management > Catalogue

Select a Licence...

Select Licence

No Licenses Selected

Select Product Type...

Product Type: AVCS Products

Show pricing for: 12 months ?

Manage Basket Functions...

Basket Functions...

Your basket is empty

Clear Load 2 Save 2

Import 2 Export 2

ADC import 2

☒ Catalogue ☐ Holdings ☐ Basket

Search:

	Name	Title	Type	SAP IPII	Guide Price	Guide Wholesale	Expiry Date
	AR201130	Rio de la Plata Exterior	Unit	210000	\$7.30	\$7.30	
	AR201140	Faro Punta Medanos	Unit	500289	\$7.30	\$7.30	
	AR301150	Bahia Samborombon	Unit	221844	\$21.80	\$21.80	
	AR302120	Faro Recalada a Faro El Rincon	Unit	210001	\$21.80	\$21.80	
	AR302130	Laberinto Faro Segunda Barranca	Unit	500655	\$14.60	\$14.60	
	AR302160	De Faro Punta Norte A Delgada	Unit	500624	\$21.80	\$21.80	
	AR401590	Samborombon Fondeadero Banco	Unit	221828	\$14.60	\$14.60	
	AR402490	Canal Principal N 10 - N 12	Unit	210007	\$14.60	\$14.60	
	AR402500	Rada Mar Del Plata	Unit	500290	\$7.30	\$7.30	
	AR402520	Rada Quequen	Unit	500625	\$7.30	\$7.30	
	AR402550	Principal de Boya N 17 a N 25	Unit	210008	\$14.60	\$14.60	
	AR402560	Canal de Acceso Ingeniero White	Unit	217740	\$7.30	\$7.30	
	AR402620	San Antonio Oeste	Unit	500192	\$14.60	\$14.60	
	AR402770	Boca Del Golfo San Jose	Unit	500656	\$7.30	\$7.30	
	AR403560	Caletas Cordova Y Olivares	Unit	500681	\$14.60	\$14.60	
	AR40357A	Rada Comodoro Rivadavia	Unit	500682	\$7.30	\$7.30	
	AR420010	Canal Punta Indio de 2391 a 231	Unit	210006	\$14.60	\$14.60	
	AR420020	Canal Punta Indio 230 a Km 207	Unit	210005	\$14.60	\$14.60	

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2. Select the end user licence to place the order for:

Select a Licence...

Select Licence

No Licenses Selected

3. From the pop up box select the end user:

Choose Licenses please

Search:

Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company
#30 (Non-IMO Vessel 'Vessel01_rename')		Vessel01_rename		VESS01		ShipCo4.
#34 (Non-IMO Vessel 'Vessel05')		Vessel05		VESS05		ShipCo2.
#36 (IMO Vessel 'Vessel07')		Vessel07	IMO9002776	VESS07		ShipCo3.
#39 (Non-IMO Vessel 'Vessel10')		Vessel10		VESS10		ShipCo1.
#42 (IMO Vessel 'Vessel13')		Vessel13	IMO9400473	VESS13		ShipCo1.
#44 (Non-IMO Vessel 'VesselETE')		VesselETE		VESSETE		ShipCo3.
#46 (Non-IMO Vessel 'QA10011')		QA10011		VQA10101		ShipCo1.
#48 (Non-IMO Vessel 'FATV07')	P3C110.2A	FATV07		VFATV07		ShipCo1.
#49 (Non-IMO Vessel 'FATV08')	P3C110.2A	FATV08		VFATV08		ShipCo1.

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Select none OK

Note: Once the end user has been selected it will appear below the **Select Licence** button

Select a Licence...

Select Licence

#30 (Non-IMO Vessel
'Vessel01_rename')

4. Now select the product type required

Select Product Type...

Product Type: AVCS Products

Show pricing for: AVCS Products

- Paper Charts
- ADLL
- ADRS6
- Total Tide
- ALL
- ALRS
- Sailing Directions
- Tide Tables

Select Product Type...	
Product Type: AVCS Products	Admiralty Vector Chart Service
Show pricing for: 12 months	Show pricing for: 3, 6, 9 & 12 months
Product Type: ARCS Charts	Admiralty Raster Chart Service
Product Type: Paper Charts	Admiralty Paper Charts
Product Type: ADLL	Admiralty Digital List of Lights
Product Type: ADRS	Admiralty Digital Radio Signals Vol 6
Product Type: Total Tide	Admiralty TotalTide
Product Type: ALL	Admiralty List of Lights and Fog Signals (paper publication)
Product Type: ALRS6	Admiralty List of Radio Signals (paper publication)
Product Type: Sailing Direct	Admiralty Sailing Directions (paper publication)
Product Type: Tide Tables	Admiralty Tide Tables (paper publications)
Product Type: Misc Publica	e.g. Routeing Charts, Astronomical Almanac & The Mariner's Handbook


5. Select the required products by ticking the box  next to the product

<input type="checkbox"/>		1087	Steno Kafire to Edremi Korfezi	Unit	201643	€15.50	20100916	
<input checked="" type="checkbox"/>		1088	Approaches to Lovisa and Valkom	Unit	201644	€15.50	20110203	
<input checked="" type="checkbox"/>		1089	Approaches to Kotia and Hamina	Unit	201645	€15.50	20110203	
<input type="checkbox"/>		109	River Humber and the Rivers Ouse and Trent	Unit	201074	€15.50	20110623	

- To search for products in the Catalogue refer to section [Catalogue Search](#)

6. Once you have selected all the required products the basket will update with the number of items as shown below

Basket Functions...

 3 items in basket

Clear

Load 2

Save 2

Import 2

Export 2

ADC Import 2

7. If you are happy with the contents of your basket you can submit your order by clicking on 'View basket'



8. The next screen lists your order; here you can make the final amendments to the order. If the product is already held it is filtered out.

Product Management > Catalogue Order Options


Licence(s): #30 (Non-IMO Vessel 'Vessel01_rename')
Total order price:
Purchase Order Number (optional):

Filter licenses

USD: 14.55

AVCS Expiry Date: 07.2011
ARCS Expiry Date: 03.2011

This order will be processed normally

 Submit Order

Apply to Selection
6 months

Order content

Type	<input type="checkbox"/> ID	Title	Quantity	Period	Guide Price	Guide Wholesale
AVCS Products	<input checked="" type="checkbox"/> Rejected. Found in holding with expiration date 30.04.2011					
AVCS Charts	<input type="checkbox"/> AR201140	Faro Punta Medanos		6 months	\$3.65	\$2.37
	<input type="checkbox"/> AR301150	Bahia Samborombon		6 months	\$10.90	\$7.09

9. Change the period length as required for AVCS products

Period	Guide Price	Guide Wholesale
6 months	\$3.65	\$2.37
6 months	\$10.90	\$7.09

or to change the whole product selection to a particular duration selection the duration and click on 'Apply to Selection'

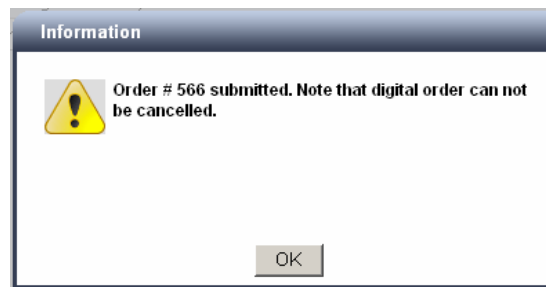
Apply to Selection	6 months	2
Order content	3 months	
Type	6 months	
	9 months	
	12 months	
AVCS Products	AVCS Products found in holding with expiration date 30.04.2011	
AVCS Charts	AR201140	Faro Punta Medanos
	AR301150	Bahia Samborombon
	6 months	\$3.65 \$2.37
	6 months	\$10.90 \$7.09



Submit Order

10. Now submit your order by clicking on

11. A pop-up box will now appear confirming the order has been submitted. This order has now been sent to your distributor for approval



12. Click **OK** to close the pop up box, you will now return to the orders page

Product Management > Orders

From: 22.02.2011

To: 22.03.2011

All orders

Apply Filters

Order Number:

Go

Licence(s): All

Filter Licenses

Orders (none selected)

ID	Licence	Fleet Manager	Requested by	Whole-order status	Date	Source
<input type="checkbox"/> 693	#201 (Non-IIO Vessel 'RTOBSS101')		Wayne	Completed	17.03.2011	WebApp
<input type="checkbox"/> 690	#30 (Non-IIO Vessel 'Vessel01_rename')		Wayne	Completed	17.03.2011	WebApp
<input type="checkbox"/> 689	#30 (Non-IIO Vessel 'Vessel01_rename')		Wayne	Completed	17.03.2011	WebApp
<input type="checkbox"/> 688	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Completed	17.03.2011	WebApp
<input type="checkbox"/> 687	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Completed	17.03.2011	WebApp
<input type="checkbox"/> 686	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
<input type="checkbox"/> 685	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
<input type="checkbox"/> 684	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
<input type="checkbox"/> 683	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
<input type="checkbox"/> 682	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
<input type="checkbox"/> 681	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
<input type="checkbox"/> 680	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
<input type="checkbox"/> 679	#30 (Non-IIO Vessel 'Vessel01_rename')		Kjetil	Rejected	17.03.2011	WebApp
	#30 (Non-IIO Vessel 'Vessel01_rename')					

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Input a Basket file from Admiralty Digital Catalogue

Note: If a single AVCS Unit is ordered which forms part of existing Folio or Unit contained in your holdings, the order will not be processed and Fleet Manager will reject the duplicated Units at the Catalogue Order Options page. Fleet Manager will also validate an order for AVCS units which form part of an order that has not yet been fulfilled. AVCS Folios which are purchased containing Units already held in your holdings will still be processed. Fleet Managers will remove any duplicate products from the basket file and identify only products not in the catalogue.

1. Go to Product Management > Catalogue

The list catalogue will now be displayed

Product Management > Catalogue

Select a Licence...
Select Licence
No Licenses Selected

Select Product Type...
Product Type: AVCS Products
Show pricing for: 12 months

Manage Basket Functions...

Basket Functions...
Your basket is empty
Clear Load Save
Import Export
ADC import

Catalogue Holdings Basket
Search:

	Item	Title	Type	SAP IPII	Guide Price	Guide Wholesale	Expiry Date
	AR201130	Rio de la Plata Exterior	Unit	210000	\$7.30	\$7.30	
	AR201140	Faro Punta Medanos	Unit	500289	\$7.30	\$7.30	
	AR301150	Bahia Samborombon	Unit	221844	\$21.80	\$21.80	
	AR302120	Faro Recalada a Faro El Rincon	Unit	210001	\$21.80	\$21.80	
	AR302130	Laberinto Faro Segunda Barranca	Unit	500655	\$14.60	\$14.60	
	AR302160	De Faro Punta Norte A Delgada	Unit	500624	\$21.80	\$21.80	
	AR401590	Samborombon Fondeadero Blanco	Unit	221828	\$14.60	\$14.60	
	AR402490	Canal Principal N 10 - N 12	Unit	210007	\$14.60	\$14.60	
	AR402500	Rada Mar Del Plata	Unit	500290	\$7.30	\$7.30	
	AR402520	Rada Quequen	Unit	500625	\$7.30	\$7.30	
	AR402550	Principal de Boys N 17 a N 25	Unit	210008	\$14.60	\$14.60	
	AR402560	Canal de Acceso Ingeniero White	Unit	217740	\$7.30	\$7.30	
	AR402620	San Antonio Oeste	Unit	500192	\$14.60	\$14.60	
	AR402770	Boca Del Golfo San Jose	Unit	500656	\$7.30	\$7.30	
	AR403560	Caletas Cordova Y Olivares	Unit	500681	\$14.60	\$14.60	
	AR40357A	Rada Comodoro Rivadavia	Unit	500682	\$7.30	\$7.30	
	AR420010	Canal Punta Indio de 2391 a 231	Unit	210006	\$14.60	\$14.60	
	AR420020	Canal Punta Indio 230 a Km 207	Unit	210005	\$14.60	\$14.60	

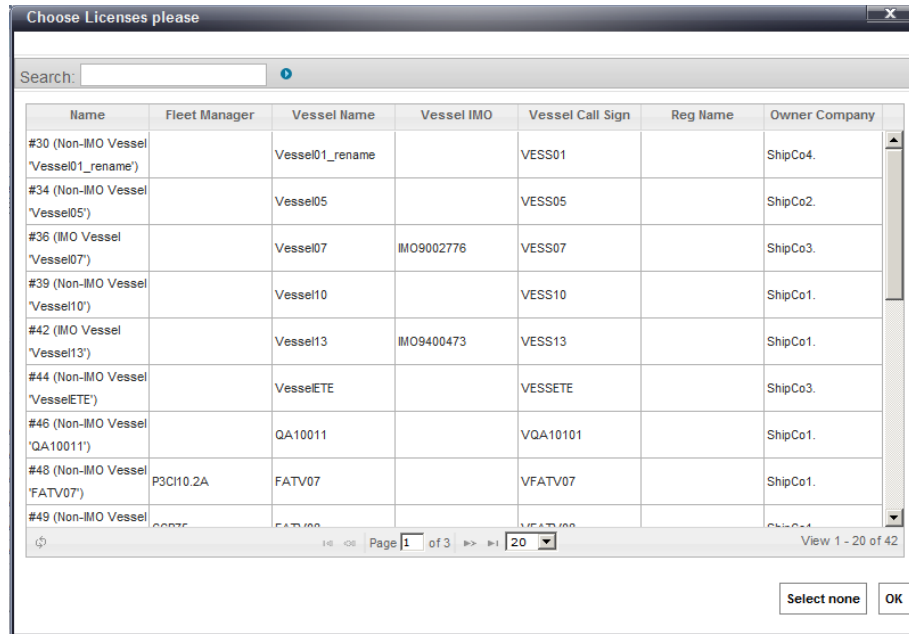
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2. Select the end user licence to place the order for:

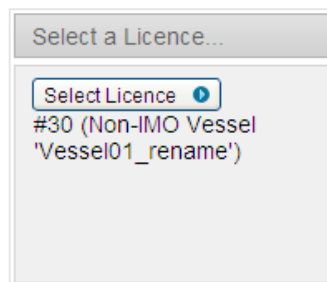
Select a Licence...

Select Licence
No Licenses Selected

3. From the pop up box select the end user:



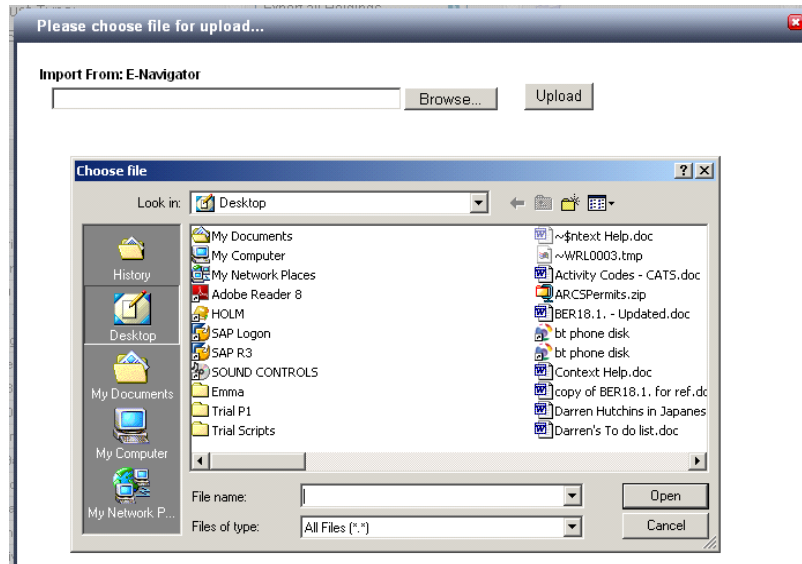
Note: Once the end user has been selected it will appear below the  button:



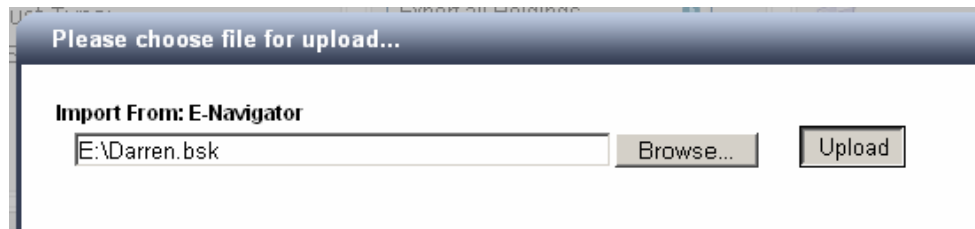
4. Click on 
5. Browse for a saved Admiralty Digital Catalogue (ADC) basket file



6. Search for the basket file to import



7. Open the basket file and then click on 'Upload'



8. Click on Basket

This will show all products within the basket and those that are already held by the red, amber and green indicators

9. Click on View basket icon

10. 'Order Options' page appears

Order will show all products within the basket but products already held will show a warning message

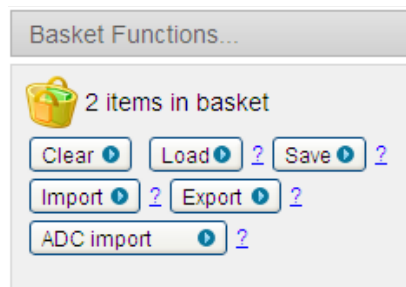
11. Click on Submit Order icon

The submitted order will only be for the products not already held

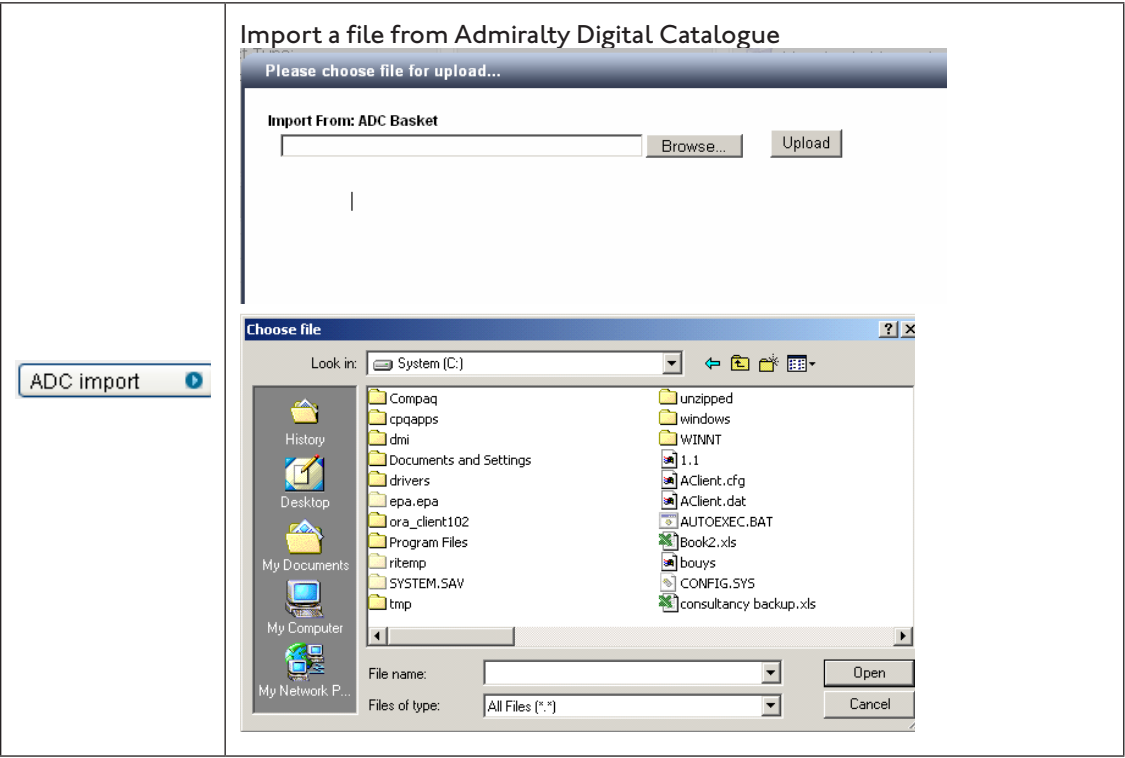
12. Your order will now have been submitted to your distributor for approval. For details on how to monitor the progress of an order see the [Monitor Progress of an order](#) section

Basket Functions

Go to **Product Management > Catalogue**



	Empties the basket of all items
	<p>Loads a previously saved basket file</p>
	<p>Save a basket file to the server</p>
	<p>Import a basket file from e-Navigator. e.g. removable drive</p>
	Export a basket file once you have selected items required



Cancelling Orders

If a digital or paper order is received via Admiralty e-Navigator **Fleet Manager** that requires approval, then the whole order, or items within the order, can be amended, rejected or approved as required; see section [Approve vessel orders](#) to [Reject order from the Order Page](#). If you approve a digital order which is erroneous or no longer required, contact your distributor immediately before they approve the order in Fleet Manager. Note: Once the digital order has been approved by the Distributor, the permits are issued and the order cannot be cancelled.

Search and Filter Functions

User List Search

1. Go to **User Management > User List**
2. You can Word Search for the user (recommended) or scroll through pages

User Management > User List

[Add User](#)


Search:

ID	Login	Name	e-Mail	Company	Role	Licence
266	SCFAT1User	SCFAT1 User	wayne@ukhoads.co.uk	ShipCo1.	Shipping Company Users	
267	DCFAT1User	DCFAT1 User	wayne@ukhoads.co.uk	Distributor1.	Distributor Users	
270	EUFAT1	Vessel 01 - renamed	wayne@ukhoads.co.uk	ShipCo1.	End Users	#30 (Non-IMO Vessel 'Vessel01_renamed')
272	EUFAT7	tbd tbd	tbd@maris.no	ShipCo1.	End Users	#36 (IMO Vessel 'Vessel07')
273	EUFAT10	tbd tbd	tbd@maris.no	ShipCo1.	End Users	#39 (Non-IMO Vessel 'Vessel10')
274	SCFAT2User	SCFAT2 User	wayne@ukhoads.co.uk	ShipCo2.	Shipping Company Users	
275	EUFAT5	tbd tbd	tbd@maris.no	ShipCo2.	End Users	#34 (Non-IMO Vessel 'Vessel05')
277	SCFAT3User	SCFAT3 User	wayne@ukhoads.co.uk	ShipCo3.	Shipping Company Users	
282	DCFAT1Viewer	DCFAT1 Viewer	wayne@ukhoads.co.uk	Distributor1.	Distributor Viewers	
283	DCFAT1Admin	DCFAT1 Admin	wayne@ukhoads.co.uk	Distributor1.	Distributor Admins	
284	SCFAT1Admin	SCFAT1 Admin	wayne@ukhoads.co.uk	ShipCo1.	Shipping Company Admins	
288	FATV01	FAT Vessel 01	wayne@ukhoads.co.uk	ShipCo1.	End Users	#55 (Non-IMO Vessel 'FATV01')
289	FATV02	FAT Vessel 02	wayne@ukhoads.co.uk	ShipCo1.	End Users	#54 (Non-IMO Vessel 'FATV02')
290	FATV03	FAT Vessel 03	wayne@ukhoads.co.uk	ShipCo1.	End Users	#53 (Non-IMO Vessel 'FATV03')
291	FATV04	FAT Vessel 04	wayne@ukhoads.co.uk	ShipCo1.	End Users	#52 (Non-IMO Vessel 'FATV04')
292	FATV05	FAT Vessel 05	wayne@ukhoads.co.uk	ShipCo1.	End Users	#51 (Non-IMO Vessel 'FATV05')
293	FATV06	FAT Vessel 06	wayne@ukhoads.co.uk	ShipCo1.	End Users	#50 (Non-IMO Vessel 'FATV06')
294	FATV07	FAT Vessel 07	wayne@ukhoads.co.uk	ShipCo1.	End Users	#48 (Non-IMO Vessel 'FATV07')
295	FATV08	FAT Vessel 08	wayne@ukhoads.co.uk	ShipCo1.	End Users	#49 (Non-IMO Vessel 'FATV08')
306	SCFAT2Admin	SCFAT2 Admin	wayne@ukhoads.co.uk	ShipCo2.	Shipping Company Admins	

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3. Click  to start the search

Licence Search

1. Go to **Licence Management > Licenses**
2. Search for the licence (recommended) or scroll through pages


e-NAVIGATOR **ADMIRALTY**

Home User Management Licence Management Product Management Support Welcome Positive Shipping [Logout]

Licence Management > Licenses

Search:

ID	Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company	Distributor	Physical Distributor
5279	#5279 (ShipCo)					T0014	Positive Shipping	Prospect Charting	Prospect Charting
7742	#7742 (ShipCo)					T0016	Positive Shipping	Prospect Charting	Prospect Charting
7743	#7743 (Shore Based)					T0015	Positive Shipping	Prospect Charting	Prospect Charting
7774	#7774 (Non-IMO Vessel 'Panda Pop')		Panda Pop		PANDA		Positive Shipping	Prospect Charting	Prospect Charting
7965	#7965 (Shore Based)					Peter Bros Ltd	Positive Shipping	Prospect Charting	Prospect Charting
8411	#8411 (Shore Based)					T0013	Positive Shipping	Prospect Charting	Prospect Charting
8448	#8448 (Non-IMO Vessel 'Portsmouth Magic')		Portsmouth Magic		PORTS		Positive Shipping	Prospect Charting	Prospect Charting
8462	#8462 (ShipCo)					T0017	Positive Shipping	Prospect Charting	Prospect Charting
8505	#8505 (IMO Vessel 'Paloma Blue')		Paloma Blue	IMO9414058	PALOM		Positive Shipping	Prospect Charting	Prospect Charting

3. Click  to start the search

Orders Search

Go to **Product Management > Orders**

There are three different methods for searching:

Method 1

- I. Set the filter to the required dates

The screenshot shows the top of the Orders Search interface. It includes a date range filter set to 'From: 22.02.2011' to 'To: 22.03.2011', a dropdown menu set to 'All orders', and buttons for 'Apply Filters', 'Order Number: [input] Go', 'Licence(s): All', and 'Filter Licenses'. Below the filter bar is a calendar for February 2011. To the right of the calendar is a table with columns: Fleet Manager, Requested by, Whole-order status, Date, and Source. The table contains three rows of data, all with 'Wayne' as the requested by and 'Completed' as the status.

Fleet Manager	Requested by	Whole-order status	Date	Source
SS1011	Wayne	Completed	17.03.2011	WebApp
	Wayne	Completed	17.03.2011	WebApp
	Wayne	Completed	17.03.2011	WebApp

2. Set the status of the order.

The screenshot shows a dropdown menu for selecting the order status. The menu is open, showing the following options: 'All orders' (selected), 'Rejected orders', 'Pending orders', 'Completed orders', 'Expecting my approval', 'Digital orders', 'Paper orders', and 'Selected orders'.

3. Click on **Apply Filters**

Method 2

- I. Search using the order number

The screenshot shows the 'Order Number:' search field with a 'Go' button next to it.

2. Enter the order number and click on 'Go'

Method 3

- I. Search by enduser/vessel
2. Click on **Filter Licenses** found at the end of the search bar

The screenshot shows the top of the Orders Search interface, similar to the first screenshot. It includes the date range filter, the 'All orders' dropdown, and buttons for 'Apply Filters', 'Order Number: [input] Go', 'Licence(s): All', and 'Filter Licenses'.

3. A pop up box will appear with a list of all licences, select the licences for the orders you wish to view. There is a search function within this pop up box.

Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call S	Reg Name	Owner Comp.
#30 (Non-IMO) <input type="checkbox"/> Vessel Vessel01_ren		Vessel01_ren		VES001		ShipCo4.
#34 (Non-IMO) <input type="checkbox"/> Vessel Vessel05		Vessel05		VES005		ShipCo2.
#36 (IMO) <input type="checkbox"/> Vessel Vessel07		Vessel07	IMO9002776	VES007		ShipCo3.
#39 (Non-IMO) <input type="checkbox"/> Vessel Vessel10		Vessel10		VES010		ShipCo1.
#42 (IMO) <input type="checkbox"/> Vessel Vessel13		Vessel13	IMO9400473	VES013		ShipCo1.
#44 (Non-IMO) <input type="checkbox"/> Vessel		VesselETE		VES0ETE		ShipCo3.

You can search for a licence

4. Click  to start the search

5. Click in the individual licence tick box to select licences, click on **Select all** to select all licences or click on **Clear all** to restart the selection

6. Once the required licences have been selected click on **OK**

Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call S	Reg Name	Owner Comp.
#30 (Non-IMO) <input type="checkbox"/> Vessel Vessel01_ren		Vessel01_ren		VES001		ShipCo4.
#34 (Non-IMO) <input type="checkbox"/> Vessel Vessel05		Vessel05		VES005		ShipCo2.
#36 (IMO) <input checked="" type="checkbox"/> Vessel Vessel07		Vessel07	IMO9002776	VES007		ShipCo3.
#39 (Non-IMO) <input type="checkbox"/> Vessel Vessel10		Vessel10		VES010		ShipCo1.
#42 (IMO) <input type="checkbox"/> Vessel Vessel13		Vessel13	IMO9400473	VES013		ShipCo1.
#44 (Non-IMO) <input type="checkbox"/> Vessel		VesselETE		VES0ETE		ShipCo3.

Catalogue Search



Go to **Product Management > Catalogue**

Searches can be made in the catalogue, an end user / vessel's holdings or a basket.




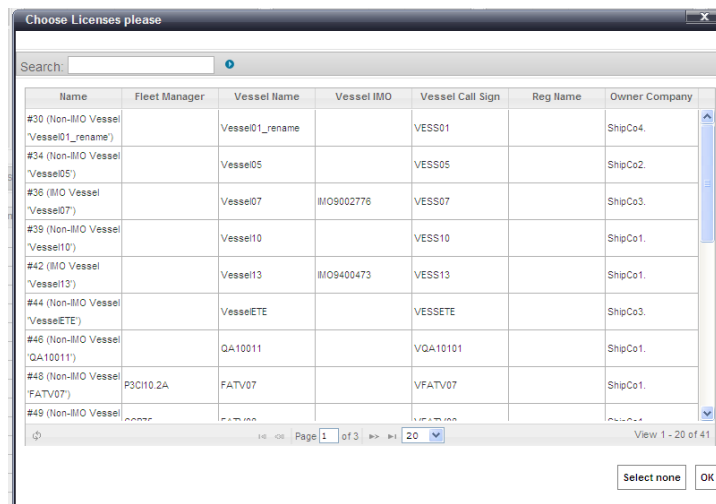
You can search using different search criteria:

Catalogue

To search the catalogue select  enter the item to search and click 

Holdings

- To search vessels holdings select the licence by clicking on 
- Select the licence from the pop up box





Name	Fleet Manager	Vessel Name	Vessel IMO	Vessel Call Sign	Reg Name	Owner Company
#30 (Non-IMO Vessel Vessel01_rename)		Vessel01_rename		VES001		ShipCo4.
#34 (Non-IMO Vessel Vessel05)		Vessel05		VES005		ShipCo2.
#36 (IMO Vessel Vessel07)		Vessel07	IMO9002776	VES007		ShipCo3.
#39 (Non-IMO Vessel Vessel10)		Vessel10		VES010		ShipCo1.
#42 (IMO Vessel Vessel13)		Vessel13	IMO9400473	VES013		ShipCo1.
#44 (Non-IMO Vessel VesselETE)		VesselETE		VESSETE		ShipCo3.
#46 (Non-IMO Vessel QA10011)		QA10011		VQA10101		ShipCo1.
#48 (Non-IMO Vessel FATV07)	P3CH0.2A	FATV07		VFATV07		ShipCo1.
#49 (Non-IMO Vessel FATV07)		FATV07		VFATV07		ShipCo1.

- Select  to view the holdings for that licence.

- Use the search function to find a specific holding by entering the item to search and click 

Basket

You can only search a basket if there are items in the basket. If there are items in the basket select

 and then use the search function to find a specific item in the basket by entering the item to search and click 

Downloads

Download Base Data CDs

Go to **Product Management > Downloads**

Product Management > Download

Base Data CDs	
AVCS Last Week 2011, 19 Week to download: 2011, 46 ▾ AVCS_Wk19_11_Base_CD1.zip [382.57 MB] AVCS_Wk19_11_Base_CD2.zip [412.37 MB] AVCS_Wk19_11_Base_CD3.zip [440.18 MB] AVCS_Wk19_11_Base_CD4.zip [293.97 MB] AVCS_Wk19_11_Base_CD5.zip [489.70 MB] AVCS_Wk19_11_Base_CD6.zip [404.32 MB] AVCS_Wk19_11_Base_CD7.zip [451.40 MB] AVCS_Wk19_11_Base_CD8.zip [391.02 MB] AVCS_Wk19_11_Base_CD9.zip [183.61 MB]	ARCS Last Week 2011, 26 Week to download: 2011, 46 ▾ ARCS_230611_Base_RC1.zip [448.45 MB] ARCS_310311_Base_RC10.zip [284.33 MB] ARCS_080508_Base_RC11.zip [104.08 MB] ARCS_111110_Base_RC2.zip [300.46 MB] ARCS_030211_Base_RC3.zip [249.96 MB] ARCS_281010_Base_RC4.zip [273.85 MB] ARCS_100311_Base_RC5.zip [274.06 MB] ARCS_240510_Base_RC6.zip [277.83 MB] ARCS_170211_Base_RC7.zip [301.11 MB] ARCS_220710_Base_RC8.zip [308.39 MB] ARCS_260511_Base_RC9.zip [316.68 MB]

This page allows you to download base data for all base data CDs within the Admiralty Vector Chart Service (AVCS) or Admiralty Raster Chart Service (ARCS). Click on the required hyperlink to download the data.

Download Update Data CDs

Go to **Product Management > Downloads**

Update Data CDs	
AVCS Last Week 2011, 07 Week to download: 2011, 07 ▾ AVCS_Wk07_11_UPDT.zip [218.35 MB]	ARCS Last Week 2011, 07 Week to download: 2011, 07 ▾ ARCS_Wk07_11_UPDT.zip [349.89 MB]

Updates can be downloaded for AVCS products and ARCS charts by selecting the required or most recent week for download. Once the required week has been selected, click on the hyperlink to start the download.

Download AIO Data

Go to **Product Management > Downloads**

AIO Data	
AIO Last Base Week N/A	AIO Last Update Week 2011, 07
Week to download: 2011, 12	Week to download: 2011, 07
AIO_V01X01_UPDT.zip [73.19 MB]	

The AIO download page allows you to download the most current week of AIO base data and the most current week of AIO updates. You are able to choose the week to download and then click on the hyperlink to download the data.

Download Binary Catalogues

Go to **Product Management > Downloads**

Binary Catalogues?			
Last AVCS week 2011, 07	<input checked="" type="checkbox"/>	Last ARCS week 2011, 07	<input checked="" type="checkbox"/>
Paper	<input checked="" type="checkbox"/>	Sailing Directions	<input checked="" type="checkbox"/>
ADLL	<input checked="" type="checkbox"/>	ALL	<input checked="" type="checkbox"/>
ADRS	<input checked="" type="checkbox"/>	ALRS	<input checked="" type="checkbox"/>
Total Tide	<input checked="" type="checkbox"/>	Tide Tables	<input checked="" type="checkbox"/>
Miscellaneous	<input checked="" type="checkbox"/>		
download			

Binary Catalogues can be downloaded by ticking the boxes for the required catalogues and clicking on [download](#). These downloads can be uploaded into e-Navigator Planning Station to update the catalogue.

Download XML Catalogues

Go to **Product Management > Downloads**

XML Catalogues?

<p>AVCS Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>avcs_catalogue.xml [52.61 MB]</p>	<p>ARCS Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>arcs_catalogue.xml [18.09 MB]</p>
<p>Paper Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>snc_catalogue.xml [17.86 MB]</p>	<p>Sailing Directions Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>sd_catalogue.xml [229.83 KB]</p>
<p>ADLL Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>lol_digital_catalogue.xml [31.10 KB]</p>	<p>ALL Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>lol_paper_catalogue.xml [58.91 KB]</p>
<p>ADRS Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>alrsdigital_catalogue.xml [30.93 KB]</p>	<p>ALRS Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>alrs_paper_catalogue.xml [49.13 KB]</p>
<p>Total Tide Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>totaltide_catalogue.xml [25.69 KB]</p>	<p>Tide Tables Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>tidetables_catalogue.xml [26.28 KB]</p>
<p>Miscellaneous Last Week 2011, 07</p> <p>Week to download: 2011, 07 ▼</p> <p>miscellaneous_catalogue.xml [274.87 KB]</p>	

XML Catalogues can be downloaded by selecting the required or most recent week for download. Once the required week has been selected, click on the hyperlink to start the download.

Help & Support

Below are the Help & Support tools available to you to ensure that you and your vessels/end users experience a smooth transition over to e-Navigator.

e-Navigator Computer Based Training

The Computer Based Training (CBT) is an interactive and graphical step by step guide to performing tasks within Fleet Manager, offering the user an excellent overview of the e-Navigator service. It provides a comprehensive guide to using Fleet Manager and enables you to navigate to individual sections in order to find help on particular topics.

e-Navigator Computer Based Training packages are hosted on the Admiralty Future of Navigation website at: http://www.thefutureofnavigation.com/enav_products.aspx

The CBT links can be found under Supporting Media on the left of the page.

UKHO Customer Services

Your Distributor is your 1st line support for e-Navigator with UKHO Customer Services as 2nd line support.

If your distributor is unable to resolve an issue and require e-Navigator technical assistance, this is provided by UKHO Customer Services who are available to provide around the clock 24/7 customer support.

Tel No. +44 (0) 1823 723 366

Fax No. +44 (0) 1823 330 561

Email: customerservices@ukho.gov.uk

Fleet Manager Support

Help and Support is available through the Fleet Manager Support menu. Hold your mouse over the Support link to see the list of support options available to you, as shown below.

Support
My account
Contact us...
UKHO web site
UKHO products
AIO Support
EULA
Planning Station User Guide
Vessel User Guide
Shipping Company User Guide

Support > My account

The My account page is used to view and amend personal account information such as name, email address, telephone number, login and password. Users are able to change their own passwords and it is recommended that this is done on an annual basis.

The email address stated is the same address that will have been entered when you registered your user account. This email address will be used by the UKHO to send information and can be changed from this page if necessary.

Support > Contact us...

The contact us option allows enquiries to be sent direct to UKHO Customer Services. Please provide as much detail as you can for all enquiries, including any data files and screenshots you may have, as this will help Customer Services to resolve your enquiry.

When you have clicked on the Contact us link you shall initially be taken to the menu displayed below.

Support > Contact Us

Select enquiry type			
Digital chart service	AVCS	ARCS	Other
Paper Products & Publications	Chart Product	Publication	Other
Digital Publications	ADRS	ADLL	ADTT
General Enquiry			
Hydrographic note			

- **Product Enquiry**

If you have a product related enquiry you will need to select the relevant link from the list of products displayed. Once a product is selected you shall be taken to the product enquiry form, as shown below.

Support > Contact Us

Please fill in enquiry form (AVCS)

Contact name: <input type="text"/>	* Nature of Enquiry: ?
E-mail address: <input type="text"/>	* <input type="text"/>
Contact phone No: ?	
<input type="text"/>	
Company Name: <input type="text"/>	Current Wkly Update Held: ?
Vessel Name: <input type="text"/>	* <input type="text"/>
Main Contact Point (if different to above): <input type="text"/>	* Attachments : <input type="text"/> <input type="button" value="Browse..."/>
Current navigation status: ?	Link with previous enquiry :
<input type="text"/>	Has this enquiry linked with a previous enquiry? <input type="checkbox"/>
Product name or No.: <input type="text"/>	Select enquiry ?
<input type="text"/>	<input type="text"/>
Edition Date: <input type="text"/>	
Key or Licence No: ?	
<input type="text"/>	

- **General Enquiry Form**

If your enquiry is of a general nature you should select the General Enquiry link, which will take you to the page shown below.

Support > Contact Us

Please fill in enquiry form (General Enquiry)

Contact name: <input type="text"/>	* Nature of Enquiry: ?
E-mail address: <input type="text"/>	* <input type="text"/>
Vessel or Company Name: <input type="text"/>	
Product name or No.: <input type="text"/>	* Attachments : <input type="text"/> <input type="button" value="Browse..."/>
	Link with previous enquiry :
	Has this enquiry linked with a previous enquiry? <input type="checkbox"/>
	Select enquiry ?
	<input type="text"/>

- **Hydrographic Note**

If you have some navigationally significant data to submit to the UKHO then you should select the Hydrographic Note link. This shall take you to the Civil Hydrography Programme page of the UKHO website where you can input your information by selecting the H102 link (Hydrographic Note).

Support > UKHO web site

This link shall take you straight to the home page of the UKHO web site.

Support > UKHO products

This link will take you to the products page on the UKHO web site where you can access the latest information about Admiralty products and services.

Support > AIO Support

Selecting the AIO Support link shall take you to the Admiralty Information Overlay page on the UKHO web site where you can view a list of ECDIS models which currently support the AIO.

Note: Users should view the list before including AIO permits as part of the weekly email. See the *Editing an End User Licence Record* section for details.

Support > EULA

The Digital Data Services End User Licence Agreement (EULA) can be viewed by clicking on the EULA link. By downloading and/or using Admiralty digital charts (i.e. AVCS & ARCS) the user is accepting the terms set out in the End User Licence Agreement.

Note: Adobe Reader is required to open and view the EULA.

Support > Planning Station User Guide

This link shall open the latest version of the Planning Station User Guide from the internet.

Support > Vessel User Guide

This link shall open the latest version of the Fleet Manager User Guide for Vessels from the internet.

Support > Shipping Company User Guide

This link shall open the latest version of the Fleet Manager User Guide for Shipping Companies from the internet.

Context Help

There are numerous help hyperlinks throughout Fleet Manager to guide the user and provide more information. The table below shows the location and content of all the help messages within Fleet Manager.

No.	Fleet Manager page	Location for (?)	Help Text
	User Management > User list		
1	Add user	e-mail: ?	End User information from the UKHO will be sent to this email address.
	User Management > Companies		
2	Contact information	e-mail address: ?	Information from the UKHO is sent to this email address.
3		e-mail ADS: ?	Admiralty Digital Service information is sent to this email address.
4		e-mail AVCS: ?	Admiralty Vector Chart Service, order notifications and error messages are sent to this email address.
5		e-mail ARCS: ?	Admiralty Raster Chart Service, order notifications and error messages are sent to this email address.
6		e-mail ADP: ?	Admiralty Digital Products, order notifications and error messages are sent to this email address.

7	Service Information	Sales e-mail: ?		Information from the UKHO regarding sales is sent to this email address.
8		AVCS Chart Service e-mail:? ARCS Chart Service e-mail:?		Order notifications, error messages, permits, updates and other documents from the UKHO are sent to this address. In order to receive these you will need to tick the boxes 'Email for updates' within the end user licence record.
9		Send notifications by e-mail ?		Enables Order Notifications to be sent via email.
10	(Distributor roles only)	Unloading Points ?		Dispatch days previously agreed with the UKHO will be displayed within this window. Please contact the UKHO to amend the arrangements.
	Licence Management > Licenses			
11	NEW Licence	e-mail for Updates: ?		Tick the box if the Distributor and Shipping Company require a copy of permits, updates and documents that have been sent to a Vessel. These will be sent to the service relevant 'Chart Service e-mail' address registered in the Distributor, and/or Shipping Company, company record.
12		Fleet Manager: ?		Fleet manager is an optional field that can be used to identify specific vessels that belong to a Fleet.
13		Additional e-mails: ?		Email addresses will receive copies of the permits, updates and documents for a Vessel.
14	Vessel Info	Contact e-mail: ?		Information sent to the Vessel from the UKHO will be received at this email address.
15	Additional Properties	Maximum e-mail size (KB): ?		Maximum size of an individual email. Emails larger than this set size will be broken down into separate emails of less than or equal to your maximum. The recipient location will recognise the message has been separated and retrieve the separate emails to restore back into one. e.g. size of data to be sent 5MB. If the maximum email size is set to 1000KB the data will be split up into 5 emails.
16		Maximum transmission size (MB): ?		Maximum size of an individual data set that can be transmitted at any one time.
17		Send e-mail updates weekly: ?		Tick this box to send weekly updates to the end user by email.
18		Allow users to download data: ?		Tick this box to allow the End User to download data.
19		Planning Station User ?		Tick this box to indicate the licence is for use as a Planning Station user.
20	Subscription Options	AVCS	Sap Number: ?	This is the SAP licence number for AVCS products. This number is entered by the UKHO.
21			Weekly Update: ?	Tick the required weekly updates for the End User.
22			ADS Response: ?	Tick the AIO box to receive Admiralty Information Overlay updates. Tick 'Include new charts' box to allow a Planning Station user to download data.
23		ARCS	Sap Number: ?	This is the SAP licence number for ARCS products. This number is entered by the UKHO.
24			Weekly Update: ?	Tick the required weekly updates for the End User.
25			ADS Response: ?	Tick 'Include new charts' box to allow a Planning Station user to download data.
26		Weather Enabled: ?		If Planning Station user tick box will be automatically populated to allow weather data viewing.
27				
28	AVCS Permits	Send Planning Station Permits ?		Ticking this box will use one of your five AVCS permits for the e-Navigator Planning Station PC. This allows the user to view AVCS Charts on e-Navigator Planning Station. If the user requires all five permits to be used on the front of bridge ECDIS then do not tick this box.
29	ARCS Permits	Send Planning Station Permits ?		Ticking this box will use one of your five ARCS permits for the e-Navigator Planning Station PC. This allows the user to view ARCS Charts on e-Navigator Planning Station. If the user requires all five permits to be used on the front of bridge ECDIS then do not tick this box.

	Product Management > Orders		
30	Select order	Create Basket ?	Select some items from the order and click on 'Create Basket' to create a new separate order
31		Modify ?	Click on 'Modify' to amend the order. The licence period for an AVCS product or the paper product quantity within an order can be changed.
32		Add products ?	Click on 'Add products' to add additional products to the order from the catalogue.
33		Delete ?	Select some items from the order and click on 'Delete' to remove them from the order
	Product Management > Catalogue		
34	Manage Basket Functions	Export all Holdings ?	Click on 'Export all Holdings' to create a text file of the entire Vessels holdings.
35		Add Holdings to Basket ?	Click on 'Add Holdings to Basket' to update the entire holdings for a particular licence.
36		Import Analogue Holdings ?	Click on 'Import Analogue Holdings' to import a text file containing the list of Paper products that the vessel may hold, that are not currently within the Vessels holdings.
37	Basket Functions	Load ?	Click on 'Load' to open a previously saved basket.
38		Save ?	Click on 'Save' to save your current basket.
39		Import ?	Click on 'Import' to load a basket file created in e-Navigator Planning Station.
40		Export ?	Click on 'Export' to create a text basket file.
41		ADC Import ?	Click on 'ADC Import' to load a basket file that has been created in the Admiralty Digital Catalogue.
	Product Management > Downloads		
42		Binary Catalogues ?	Download the latest catalogues in a binary format for uploading to Planning Station.
43		XML Catalogues ?	Download the latest catalogues in an XML format to upload onto Distributors ERP systems.
	Support > My account		
44		e-mail: ?	Amend/update your e-mail address to receive information from the UKHO.
	Support > Contact us...		
45	AVCS/ARCS/Other Chart Product/ Publication/Other ADRS/ADLL/ADTT	Nature of Enquiry: ? (Also include this on the 'General Enquiry' page)	Provide full details of your enquiry, include chart/cell numbers, error messages, BASE Disk No, edition dates, system details, UKHO digital media held, etc.
46		Contact Phone No: ?	Include international dialling code.
47		Current navigation status: ?	Provide the Vessels location. E.g. In port, at sea.
48		Key or Licence No: ?	SAP licence number or Admiralty Digital Products key.
49		Current Wkly Update Held: ?	Enter the current weekly update held. E.g. 39/II
50		Select enquiry ? (Also include this on the 'General Enquiry' page)	Provide a UKHO Customer Services reference number If you have contacted the UKHO previously or received a Customer Services reference number for this enquiry.

Trouble Shooting Guide

I am unable to log-on to Fleet Manager

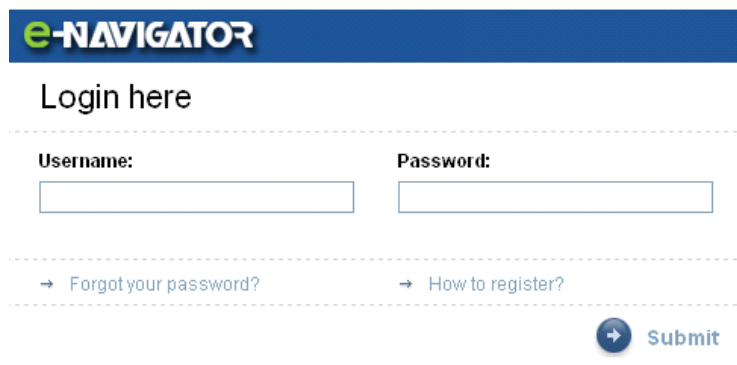
Check username and password are entered correctly, username is not case sensitive, but password is case sensitive.

I do not have a Username/Password

A Shipping Company Admin User can create new usernames and passwords for other users. If you do not have a username and password for a Shipping Company Admin User then contact your distributor.

I have forgotten my password

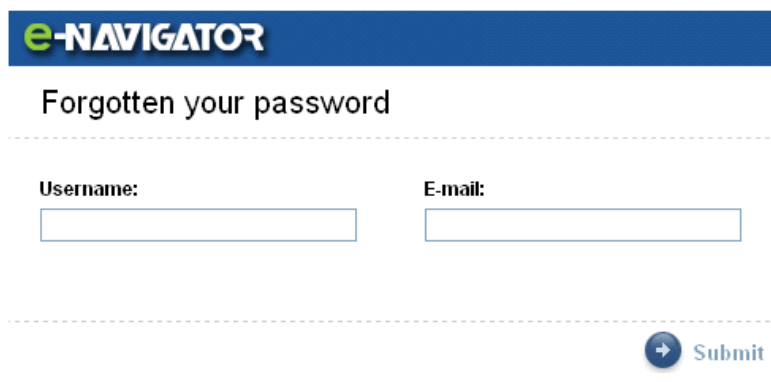
If you have forgotten your password there is an option to request a new password on the login screen.




The image shows the 'e-NAVIGATOR' login interface. It has a blue header with the 'e-NAVIGATOR' logo. Below the header, the text 'Login here' is displayed. There are two input fields: 'Username:' and 'Password:'. Below these fields, there are two links: '→ Forgot your password?' and '→ How to register?'. At the bottom right, there is a blue circular button with a right arrow and the text 'Submit'.

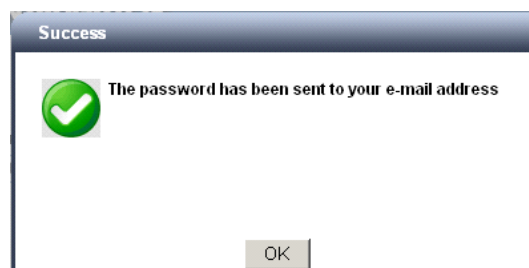
Follow the steps below to reset your password

1. Click on → [Forgot your password?](#)
2. Enter your username and email address as shown below:



The image shows the 'e-NAVIGATOR' 'Forgotten your password' screen. It has a blue header with the 'e-NAVIGATOR' logo. Below the header, the text 'Forgotten your password' is displayed. There are two input fields: 'Username:' and 'E-mail:'. At the bottom right, there is a blue circular button with a right arrow and the text 'Submit'.

3. Click on  **Submit** and the message below should appear, click 



The image shows a 'Success' dialog box. It has a title bar that says 'Success'. Inside the dialog, there is a green checkmark icon and the text 'The password has been sent to your e-mail address'. At the bottom right, there is an 'OK' button.

4. Check your email account to retrieve your new password

Please use the following password to log in.
 Password: 2LYjGj
 This password is valid until 22/08/2010 16:01:23

5. Sign in by clicking on **Welcome [Sign in]** and enter your username and new password that you received by email.

6. You will be prompted to change your password to a memorable word.

Change password: **Account # 272**

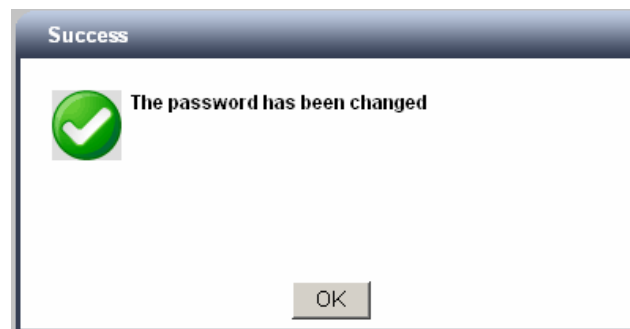
Login:	<input type="text" value="HutchinsD"/>	<input type="button" value="Generate"/>	*
Password:	<input type="password"/>		

Please note! If you are the user of e-Navigator, you have to repeat registration process after change password

Note: You can create your own password or generate a new password by clicking . Passwords must contain at least 8 alphanumeric characters, including at least one upper and lower case character and at least 1 number from 0-9.

7. Once you have entered a password click on

8. Once the password has been saved you will receive confirmation



Having issues ordering, not allowing the order

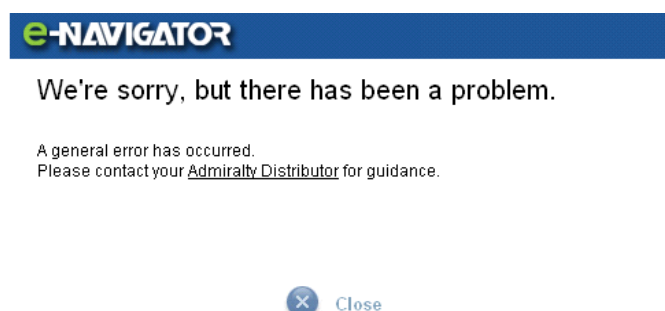
The product may have already been ordered. The system will prevent you from ordering a digital product already on order.

I am not receiving data via email

Check the size limit for receiving emails is appropriate for the vessel and that weekly emails and the correct content for the weekly email are enabled on the end user record.

An error page is showing

If an error occurs whilst using Fleet Manager the following screen will appear. Please contact Customer Services with details of the activity you were performing.



E-mail Addresses

The table below shows the information that is sent to individual email addresses that are set up within Fleet Manager.

		Information	Order Notification	Error Message	Permits	Updates	Docs
	Shipping Company						
	Companies						
	Contact Information						
1	Email Address	✓					
2	Contact Email Address - ADS	✓					
3	Contact Email Address - AVCS		✓	✓			
4	Contact Email Address - ARCS		✓	✓			
5	Contact Email Address - ADP		✓	✓			
	Service Information						
6	Sales email	✓					
7	Chart Service email		✓	✓	✓	✓	✓
	User List						
	Personal Information						
8	email	✓					
	End User						
	Licence						
	Licence Details						
9	Email for Updates				✓	✓	✓
10	Additional emails				✓	✓	✓
	Vessel Info						
11	Contact email	✓					
	User List						
	Personal Information						
12	Email		✓	✓			

Note: In order for Permits etc to be sent to the Shipping Company the 'Email for Updates' check boxes on the end user record must be checked. If these boxes are checked the permits etc will be sent to the relevant Chart Service Email address registered within the Shipping Company records.

User Roles

The table below shows the user permissions within Fleet Manager:

C = Create			R = Read					
Function	Sub-Function	Data	Shipping Company			End User		
			ShipCo Admin	ShipCo User	ShipCo Viewer	Vessel		
Viewing catalogue with RRP			R	R	R	R		
Viewing catalogue with Wholesale prices								
Product Ordering								
Basket file creation and editing			CRUD	CRUD	R	CRUD		
Order submission			CRUD	CRUD		CRUD		
Order status viewing			R	R	R	R		
Modification of submitted order			RUD	RUD				
Cancelling of submitted order			RUD	RUD				
Order Queue management			CRUD	CRUD				
Holdings and Product Update management								
Download Base Data & Update Data			CRUD	CRUD		CRUD		
Download Permits			CRUD	CRUD		CRUD		
Updating Physical Holdings			CRUD	CRUD		CRUD		
Viewing holdings			CRUD	CRUD	CRUD	CRUD		
Notification Publication & Removal								
Product info (incl pricing changes, T&Cs, licensing etc)			R	R	R	R		
Promotional Information			R	R	R	R		
Problem Resolution Information			R	R	R	R		
Product Recall			R	R	R	R		
Distributor Relationship information			R	R	R	R		
Service Availability			R	R	R	R		
Safety Warnings			R	R	R	R		
Distributor Account Management								
Distributor account details								
Customer Number (Pos ID)								
Customer Name								
Contact Email Addresses								
Contact Email Address - ADS								
Contact Email Address - AVCS								
Contact Email Address - ARCS								
Contact Email Address - ADP								
Sales Email								
Chart Service email								
User List email								
Physical Address								
Telephone Number & Extension								
Fax Number								
Privilege (Sheep/Shoat)								
VAT Registration Number								
Unloading Points								
Customer Group								
Customer Pricing Group								
Shipping Conditions								

Partner Functions - Ship-To				
Partner Functions - Bill-To				
Partner Functions - Payer				
Incoterms				
Terms of Payment				
Payment Method				
Preferred data receipt method				
Credit Blocking				
Customer Account Management				
ShipCo Account Management				
Customer Number (Pos ID)				
Customer Name	R	R	R	
Contact Email Addresses	RU	R	R	
Contact Email Address - ADS	CRUD	R	R	
Contact Email Address - AVCS	CRUD	R	R	
Contact Email Address - ARCS	CRUD	R	R	
Contact Email Address - ADP	CRUD	R	R	
Sales Email	CRUD	R	R	
Chart Service email	CRUD	R	R	
User List email	CRUD	R		
Physical Address	RU	R		
Telephone Number & Extension	CRUD	CRUD	R	
Fax Number	CRUD	CRUD	R	
End User Account Management				
Entity Type Selection	R	R	R	R
Amend IMO Number	R	R	R	R
Update Call Sign	CRUD	CRUD	R	R
Update Vessel Name	CRUD	CRUD	R	R
Contact Name	RUD	R	R	RUD
Contact Phone Number	RUD	R	R	RUD
Contact Fax Number	RUD	R	R	RUD
Additional emails	RUD	RUD	R	RU
Contact email	RUD	RUD	R	RU
Email	RUD	RUD	R	RU
Email for Updates	RUD	RUD	R	RU
Master Permit	CRUD	CRUD	R	RU
Back Up Permit	CRUD	CRUD	R	RU
Reserve Permit	CRUD	CRUD	R	RU
Reserve 2 Permit	CRUD	CRUD	R	RU
Reserve 3 Permit	CRUD	CRUD	R	RU
Comms Route - Online/Offline	CRUD	CRUD	R	RU
Individual Email Size	CRUD	CRUD	R	RU
Total Transmission Size	CRUD	CRUD	R	RU
Shipping Company	R	R	R	R
Authorise direct orders by Vessels	CRUD	CRUD		
BoB User	R	R	R	
Paper Chart Updating Radio Button	R	R	R	R
User Role Account Administration				
Add Vessel details to registration drop down				
Create/Delete users	CRUD			

Terms and Conditions

Click the [Terms & Conditions](#) link in the footer of the Fleet Manager screens for the latest terms and conditions.

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Glossary

AIO	Admiralty Information Overlay
ADC	Admiralty Digital Catalogue
ADLL	Admiralty Digital List of Lights
ADRS	Admiralty Digital Radio Signals
ADS	Admiralty Digital Service
ALL	Admiralty List of Lights
ALRS	Admiralty List of Radio Signals
ADP	Admiralty Digital Publications
ARCS	Admiralty Raster Chart Service
APOS	Admiralty Product Ordering System
AVCS	Admiralty Vector Chart Service
BoB	Back of Bridge (Planning Station)
End User	User of Admiralty products
ECDIS	Electronic Chart Display Information System
ENC	Electronic Navigational Chart
EULA	End User Licence Agreement
IMO	International Maritime Organisation
TotalTide	Admiralty Digital Tide Table Product
UKHO	United Kingdom Hydrographic Office